

Coastal Carolina Community College Jacksonville, North Carolina 1979-1980

PURPOSE

The purpose of Coastal Carolina Community College is to provide specialized occupational education to fill the manpower needs in our society, to provide a two-year college transfer program, and to provide for the fullest possible development of the potential of each student to become an effective and productive member of a democratic society.

OBJECTIVES

The major objectives of Coastal Carolina Community College are:

1. To provide expanded educational opportunities for adults who desire to continue their education.
2. To provide inexpensive educational opportunities, located within commuting distance, for adults of suitable age without regard to race, sex, creed, or previous educational attainment.
3. To provide liberal arts and pre-professional programs consisting of the first two years of regular college studies.
4. To provide technical and vocational programs which will prepare students for jobs requiring various levels of ability and skill in industry, service industries, agriculture, business, and government as the need exists within the community.
5. To provide occupational education programs for employed adults who may need training or retraining or who can otherwise profit from such programs.
6. To provide courses which will meet general adult education and community service needs.
7. To provide a program of guidance and instruction designed to help each student make wiser choices of both vocations and avocations.
8. To provide an environment which fosters free and open communication among all members of the college community and within the community at large.
9. To provide, in both curriculum and non-curriculum programs, the education needed to assist individuals in developing social and economic competence and in achieving self-fulfillment.

C A T A L O G

ANNOUNCEMENT OF COURSES
AND PROGRAMS
FOR
1979-1980



COASTAL CAROLINA
COMMUNITY COLLEGE

444 WESTERN BOULEVARD

JACKSONVILLE, NORTH CAROLINA 28540

TELEPHONE; 455-1221

AN EQUAL OPPORTUNITY INSTITUTION



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GENERAL INFORMATION

CALENDAR

SUMMER QUARTER 1979-80

FULL SESSION

June 6, 7	Registration
June 11	Classes Begin
July 11, 12, 13, 14, 15	Late Registration
June 15	Last day to register or add a class
July 4	Holiday
July 31	Last day to withdraw without grade of F
August 23, 24, 27	Summer Quarter Final Exams
August 27	Summer Quarter Ends
August 29	Graduation

FIRST SPLIT SESSION

June 6, 7	Registration
June 11	Classes Begin
June 11, 12, 13	Late Registration
June 13	Last day to register or add a class
July 4	Holiday
July 5	Last day to withdraw without grade of F
July 18	First Split Session Final Exams
July 18	First Split Session Ends

SECOND SPLIT SESSION

July 19	Registration
July 20	Classes Begin
July 20, 23, 24	Late Registration
July 24	Last day to register or add a class
August 15	Last day to withdraw without grade of F
August 27, 28	Second Split Session Final Exams
August 28	Second Split Session Ends
August 29	Graduation

FALL QUARTER 1979-80

August 30	Freshmen Orientation
September 3	Holiday
September 4, 5	Registration
September 6	Classes Begin
September 6, 7, 10, 11, 12	Late Registration
September 12	Last day to register or add a class
October 25	Last day to withdraw without grade of F
November 19, 20, 21	Fall Quarter Final Exams
November 21	Fall Quarter Ends
November 22, 23	Holiday

WINTER QUARTER 1979-80

November 28, 29	Registration
December 3	Classes Begin
December 3, 4, 5, 6, 7	Late Registration
December 7	Last day to register or add a class
December 19-January 1	Christmas Vacation
December 19	Work day for college staff
January 2	Classes Resume
February 4	Last day to withdraw without grade of F
February 27, 28, 29	Winter Quarter Final Exams
February 29	Winter Quarter Ends

SPRING QUARTER 1979-1980

March 5, 6	Registration
March 10	Classes Begin
March 10, 11, 12, 13, 14	Late Registration
March 14	Last day to register or add a class
April 4, 7	Holiday
April 30	Last day to withdraw without grade of F
May 23, 26, 27	Spring Quarter Final Exams
May 27	Spring Quarter Ends

SUMMER QUARTER 1980-81

TENTATIVE

FULL SESSION

June 4, 5	Registration
June 9	Classes Begin
June 9, 10, 11, 12, 13	Late Registration
June 13	Last day to register or add a class
July 4	Holiday
July 29	Last day to withdraw without grade of F
August 21, 22, 25	Summer Quarter Final Exams
August 25	Summer Quarter Ends
August 28	Graduation

FIRST SPLIT SESSION

June 4, 5	Registration
June 9	Classes Begin
June 9, 10, 11	Late Registration
June 11	Last day to register or add a class
July 2	Last day to withdraw without grade of F
July 4	Holiday
July 16	First Split Session Final Exams
July 16	First Split Session Ends

SECOND SPLIT SESSION

July 17	Registration
July 18	Classes Begin
July 18, 21, 22	Late Registration
July 22	Last day to register or add a class
August 13	Last day to withdraw without grade of F
August 26	Second Split Session Final Exams
August 26	Second Split Session Ends
August 28	Graduation

THE COLLEGE

HISTORY

The State of North Carolina recognized the need to provide additional post-high school vocational opportunities as early as 1957. The development of Industrial Education Centers was approved by the General Assembly and by 1962, twenty (20) institutions were approved.

In the fall of 1963, the Onslow County Board of Education and the Superintendent of Schools, Mr. J. Paul Tyndall, asked the Onslow County Commissioners to purchase forty (40) acres of property on U.S. Highway 17 for the establishment of an Industrial Education Center. The newly established Industrial Education Center was a unit of the Lenoir County Technical Institute.

The untiring efforts of Representative Hugh A. Ragsdale, Representative William D. Mills, and Senator Carl Venters secured appropriation from the 1965 General Assembly to establish a separate institution for Onslow County. The North Carolina State Board of Education approved the Onslow County Industrial Education Center on July 1, 1965.

The continuous increase in enrollment of the Industrial Education Center gave evidence of the wide and varied needs of the area. Local support was necessary for the growing institute. The people of Onslow County, by referendum in the fall of 1965, voted for a seven cents per hundred dollars evaluation on property for the center. The Board of Trustees, realizing that a technical institute could more adequately provide vocational and technical education opportunity for the area, requested that the State Board of Education grant technical institute status to the center. Onslow Industrial Education Center became Onslow Technical Institute on May 4, 1967.

A rapidly increasing enrollment and continued educational demands on Onslow Technical Institute encouraged the Board of Trustees to request a community college. Onslow Technical Institute was granted community college status July 1, 1970, and became Coastal Carolina Community College.

ACCREDITATION

Southern Association of Colleges and Schools
North Carolina Department of Community Colleges
American Dental Association
Approved—N. C. State Board of Education
Approved—N. C. Board of Nursing
American College of Surgeons and the American Medical
Association—Operating Room Technician

PHYSICAL FACILITIES

Coastal Carolina Community College is located on a seventy-five (75) acre campus at 444 Western Boulevard. A modern classroom building, Occupational Building, Learning Resources Center, Student Center, Health Occupation Science Building, Administration Building, and Maintenance Building have been completed at this location.

LEARNING RESOURCES CENTER (LIBRARY)

The Learning Resources Center is located in a new building comprised of over 20,000 square feet with seating for 225 users.

This building has several small conference rooms, individual study rooms, a T-V Studio and Conference Room that may be used on a reserve basis.

The Learning Resources Center holdings exceed 25,000 volumes in general, technical, and vocational fields. The Learning Resources Center subscribes to 125 periodicals. The Center has 7,500 reels of microfilm of back periodicals for research purposes. The Center is responsible for 300 disc recordings, 200 16mm films and video tapes. The Learning Resources Center staff presently consists of two professional librarians, associate librarian/media developer, a secretary, and student help.

The Learning Resources Center is responsible for all audio-visual equipment usage and repair.

The Learning Resources Center hours are from 7:45 a.m. to 10:00 p.m. Monday through Thursday and 7:45 a.m. to 5:00 p.m. on Fridays. (During the Quarter breaks, hours are as posted.)

BOOKSTORE

The college operates a bookstore where students may purchase books and supplies.

VISITORS

Visitors are always welcome at Coastal Carolina Community College. The Student Affairs Office will provide guide service for groups or individuals on weekdays between 8:30 a.m. and 5:00 p.m. The college is open until 10:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. Friday. Visitors are welcome during these hours. Questions about the college and its programs will be answered by personnel from the Student Affairs Office.

STATEMENT OF POLICY

Coastal Carolina Community College issues this catalog for the purpose of furnishing students and other interested persons with information about the college and its programs. The provisions in this

publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The college reserves the right to change any provisions or requirement at any time within the student's term of residence, or to add or withdraw course offerings.



ADMISSIONS INFORMATION

ADMISSIONS POLICY

Coastal Carolina Community College maintains an “open door” policy for all applicants who are high school graduates or who have reached their eighteenth (18) birthday, and whose high school class has graduated. The college serves all students regardless of race, color, creed, sex, or national origin. Selective placement of individual students in the different curricula within the college is determined by the admissions officer, within the guidelines established by the State Board of Education and the Department of Community Colleges for each curriculum and course offered. New applicants to programs with limited enrollment will be given priority over students who have already primarily completed a curriculum program at this college.

ADMISSIONS REQUIREMENTS

An applicant for admission to the Health Occupations Curricula and all college transfer and technical curricula must be a high school graduate or possess or have GED scores to qualify for a high school equivalency certificate issued by the North Carolina Department of Public Instruction or by the Department of Public Instruction of any one of the United States.

Applicants for all vocational programs are normally high school graduates (exceptions may be made on individual cases).

A student desiring to transfer to Coastal Carolina Community College must be able to meet the admission requirements in effect at the time of application. If the student is ineligible to return to the institution last attended, he or she may be admitted on probation to the college at the discretion of the Dean of Student Affairs.

Any adult is eligible to attend adult education classes offered by the college on campus or at any of the several locations in the college service area.

SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT:

Only bonafide legal residents of Onslow County, North Carolina, will be approved for programs with limited enrollment prior to March 15th of each year. This policy does apply to health occupation programs such as Associate Degree Nursing, Practical Nurse Education, Dental Hygiene, Dental Assistant, Operating Room Technician, and Medical Laboratory Technician. After March 15th of each year the remaining applications will be processed in the following way.

Applicants who meet the entrance requirements for programs with

limited enrollment and who are bonafide legal residents of Onslow County, North Carolina, will be approved on a first priority basis. Bonafide legal residents of other counties of North Carolina will be approved on a second priority basis. Those who are not bonafide legal residents of North Carolina will be approved on a third priority basis.

Bonafide legal residents of Onslow County who are interested in special programs are encouraged to apply as early as possible prior to March 15th to insure priority consideration.

Coastal Carolina Community College uses the Comparative Guidance and Placement Test produced by the Educational Testing Service, Princeton, New Jersey, as the admissions test for health occupation programs. This test is administered at Coastal Carolina Community College as needed and scored at the Educational Testing Service in Princeton, New Jersey.

The minimum combined standard score on the Reading Sentences parts of the test are listed below.

Practical Nurse Education.....	97
Associate Degree Nursing	108
Operating Room Technician	94
Dental Hygiene	108
Dental Assistant.....	97
Medical Laboratory Technician	108

ADDITIONAL ADMISSION REQUIREMENTS

Surveying Technology
High School Algebra I

Dental Hygiene
High School Chemistry and preferably to have pursued the College Preparatory curriculum including Biology and two units of Mathematics.
Record of the Dental Hygiene Aptitude Test as submitted by the American Dental Hygienists Association.
Three letters of reference.
Evidence of good character.
Satisfactory personal interviews with admissions officer and appropriate department heads.

Electronic Data Processing
High School Algebra I & II.

Police Science
Written recommendation from an active-duty Law Enforcement officer.
Evidence of good character.

Associate Degree Nursing

High School Chemistry or equivalent. High School Algebra I & II recommended.

Evidence of good character.

Three letters of reference.

Satisfactory personal interviews with admissions officer and appropriate department heads.

Medical Lab Technician

High School Chemistry or equivalent or high school algebra or MAT 93 at CCCC. It is desired that students have pursued the College Preparatory Curriculum.

Evidence of good character.

Three letters of reference.

Satisfactory personal interviews with admissions officer and appropriate department heads.

LPN

Three letters of reference.

Evidence of good character.

Satisfactory and personal interviews with admissions officer and appropriate department heads.

ORT

Three letters of reference.

Evidence of good character.

Satisfactory personal interviews with admissions officer and appropriate department heads.

Dental Assistant

Three letters of reference.

Evidence of good character.

Typing.

Satisfactory personal interviews with admissions officer and appropriate department heads.

ADMISSION PROCEDURE

Except for the continuing adult education programs, the admission procedure requires that the student:

1. submit an application,
2. submit a transcript of all previous education beyond the elementary school or GED scores or equivalency certificate,
3. report to the college for admissions counseling and appropriate testing (appointment schedules will be mailed as applications are processed).

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As a member of the North Carolina Community College System, this Institution undertakes to continue to comply fully with requirements imposed by all federal, state, and local laws relating to equal educational opportunity and equal employment opportunity, to the end that no person in the United States shall, on the grounds of race, color, creed, religion, age, sex, national origin, or physically handicapped status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this Institution.

Furthermore, Coastal Carolina Community College is responsible for full compliance with the provisions of Title IX of the Educational Acts of 1972, as amended, and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, or physical handicap; except where age or physical handicap is found to be a "bona fide" occupational qualification. This nondiscrimination policy applies to all employment and admission policies with respect to programs and activities as well as to the continuing treatment after employment in or admission to the College.

EQUAL EDUCATIONAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical handicap status, except where age or physical handicap is found to be a "bona fide" occupational qualification, be excluded from employment or participation in, be denied the benefits of or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee or applicant for admission or employment because of physical handicaps.

The main Campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles in mind so that all buildings, washrooms, laboratories and classrooms are readily accessible to and usable by handicapped individuals.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any college employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning the above policy should contact the following designated responsible employee.—Affirmative Action Officer and Title IX Coordinator, Room 35 Administration Building, Phone 455-1221, Ext. 225.

TWELVE-HOUR REGULATION

Adult students may be admitted under special provisions which allow them to take up to twelve (12) quarter hours of credit courses before completing admission requirements. When students have been admitted under special provision and have maintained an earned C (2.0) average on twelve (12) quarter hours of credit, the Comparative Guidance Placement (CGP) test requirements may be exempted.* All other admissions requirements must be completed including the obtaining of transcripts from high schools and other educational institutions attended.

*Students enrolled under veterans benefits and applicants to health occupations programs are not exempt from any admission requirements.

TRANSFER INFORMATION AND STUDENTS' RESPONSIBILITY

The College faculty and counseling staff will make every effort to assist students in planning appropriate transfer programs. The courses in the transfer curriculum have been designed to maximize transferability to area senior institutions. Nonetheless, acceptability of transfer courses may vary from one institution to another institution. It is thus the responsibility of students to work closely with appropriate faculty and counselors throughout their stay at the College to make course selections in order to maximize ease of transfer to the senior institution of their choice.

In general, applicants to senior institutions are considered for transfer if they have maintained an overall "C" average on course work attempted and are in good standing in other respects at the institution from which they are transferring. Also, in some instances, senior institutions will require applicants to take certain standardized tests to provide supplemental information on academic aptitude and/or achievement. Finally, although transfer is possible without completion of the two-year degree, the receipt of the degree is often beneficial to transfer students in gaining acceptance to senior institutions in that it demonstrates ability to persist in the achievement of a significant educational goal.

The transfer student should begin appropriate planning during the first quarter at the College in accordance with the following guidelines:

1. Consult with the assigned faculty advisor during your first quarter about your long-range educational and/or career goals and determine which senior institutions have appropriate educational programs for the achievement of these goals;
2. Discuss with your faculty advisor other factors that are important in choosing a senior institution, such as tuition cost, distance from home, institution size, and available extra-curricular programs;
3. Determine with your faculty advisor which senior institutions are best suited to you in relation to all factors considered;
4. Write and/or visit the chosen senior institutions to consult with appropriate admissions officers and/or faculty as to appropriateness of your planned course of study at Coastal and the appropriateness of the institutions for your particular goals;
5. Continue to consult with your faculty advisor on at least a quarterly basis to review your progress at Coastal in relation to your transfer goals, making any adjustments in planning that become desirable or necessary;
6. Apply to more than one senior institution of your choice at the earliest possible date during your second year at Coastal; and
7. Check by telephone or letter to insure that your completed applications have been received and are under consideration.

RESIDENCE STATUS OF TUITION PAYMENT

N. C. GENERAL STATUTE 116-143.1

Provisions for determining resident status for tuition purposes.

(a) As defined under this section:

(1) A "legal resident" or "resident" is a person who qualifies as a domiciliary of North Carolina; a "non-resident" is a person who does not qualify as a domiciliary of North Carolina.

(2) A "resident for tuition purposes" is a person who qualifies for the in-State tuition rate; a "non-resident for tuition purposes" is a person who does not qualify for the in-State tuition rate.

(3) "Institution of higher education" means any of the constituent institutions of The University of North Carolina and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Education.

(b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to

his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.

(c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

(e) When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

(f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:

(1) No person shall be precluded, solely by reason of marriage to a person domiciled outside North Carolina, from establishing or maintaining legal residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes;

(2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes;

(3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in

ascertaining domiciliary intent.

(g) Any non-resident person, irrespective of sex, who marries a legal resident of this State or marries one later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse’s immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this State.

(i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in a State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-State tuition rates for a statutory grace period. This grace period shall be measured from the date on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months; provided, that a resident’s marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident’s spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12-month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term.”

REGULATIONS:

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. Each enrolled student is responsible for knowing the contents of that **Manual**, which is the controlling administrative statement of policy on this subject. Copies of the **Manual** are available on request at the Coastal Carolina Community College Library, or from the Dean of Student Affairs.

TUITION

In accordance with the basic concept of comprehensive community colleges, all fees are nominal and are held to a minimum. Tuition per quarter is as follows:

In-state Students	
12 quarter hours or more (full-time)	\$ 39.00
Part-time students per quarter hour	3.25

Out-of-state Students

12 credit hours or more (full time)	198.00
Part-time students per quarter hour.....	16.50

FEES

Activity Fee (per quarter)	\$ 5.00
Late Registration Fee	5.00
Insurance Fee per year (optional)	4.00

TUITION REFUND POLICY

Tuition refunds will be made only if the student is, in the judgment of the administration, compelled to withdraw for unavoidable reasons. In such cases two-thirds (2/3) of the student’s tuition may be refunded, provided the student withdraws within ten (10) calendar days after the first day of classes. The activity fee is not refundable.

Refunds will not be considered for tuitions of five (\$5) dollars or less. In cases where a course or curriculum fails to materialize, all the student’s tuition shall be refunded.

The refund policy is subject to change at the discretion of the State Board of Education.

BOOK COSTS

Students are required to purchase the necessary textbooks for courses. The estimated cost is \$60-\$100 per quarter. Book costs are usually higher for the fall quarter than at other times. Certain curricula require equipment other than books, which increases the costs. Books may be purchased from the college bookstore.

ACADEMIC REGULATIONS

REGISTRATION

All students are urged to register on the days designated. A late registration fee of \$5 will be charged to all full-time students who register after the regular registration dates on the school calendar. This regulation applies to all programs—no exceptions are made.

QUARTER HOURS

The unit of measurement for credit purposes is the quarter hour. One (1) quarter hour represents the credit earned in a course that is scheduled for one (1) class hour per week for a quarter of eleven (11) weeks, except that for laboratory work, two (2) or more class hours in the laboratory are required for a single quarter hour of credit. Most courses meet three (3) hours a week and have a credit value of three (3) quarter hours. Generally a student will have to spend two (2) clock hours in preparation for one (1) class hour.

COURSE LOAD

The registration of every student is subject to the approval of their faculty advisor. A student who is registered for 12 or more quarter hours of course work is considered a full-time student; however, in order to maintain satisfactory progress toward a degree or diploma, a student is expected to carry a normal course load of 16 to 18 quarter hours. No college transfer student may carry in excess of 18 credit hours without permission of the Dean of Student Affairs or the Registrar.

No student in the Police Science or the Commercial Programs will be allowed to carry in excess of 20 credit hours or the normal total credit hours per quarter without permission of the Dean of Student Affairs or the Registrar.

Students whose names appear on the Dean's List for the previous term and who have at least a 3.0 cumulative average may enroll for a maximum of 21 quarter hours during a regular term.

Students on academic probation are limited to 12 quarter hours, and students who work part-time or full-time should reduce their course load accordingly.

A maximum of two (2) Physical Education Courses may be taken in any given quarter.

AUDITING COURSES

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be

changed to credit or credit to audit after the deadline for adding courses.

CHANGE OF NAME, ADDRESS, OR CURRICULUM

Students are responsible for notifying the Registrar's Office of all name, address or curriculum changes. This is necessary to keep all records in proper order. Curriculum Change Request forms may be obtained from a student's assigned counselor.

WITHDRAWALS, ADDING, OR DROPPING COURSES

A student who finds it necessary to drop or add a course or to completely withdraw from the college should secure a "drop-add" form from their assigned counselor or from the Student Affairs Department. In order to **officially** drop or add a course(s) or to completely withdraw from the college, a student **must** complete the following steps:

1. Complete all required information on the "drop-add" form and report to your assigned counselor.
2. Provide all information requested by the counselor related to the course(s) to be added or dropped or to completely withdraw from the college.
3. Have the counselor sign the "drop-add" form to indicate his/her approval.
4. Report to the Registrar's office to have the form processed and signed.

The Registrar's office will notify all instructors as necessary when courses are dropped or in case of a complete withdrawal.

Courses may only be added during the period designated by the college calendar or during the first five (5) school days of the quarter.

For courses officially dropped after the first five (5) school days of a regular quarter, the grade of "W" will be reported.

A student may not withdraw from the college within twenty (20) days of the end of a regular quarter for reasons other than those of a documented medical or emergency nature.

A student who leaves college after the first (5) school days without obtaining an official withdrawal will receive an "F" for each course regardless of academic standing at the time of departure. An official withdrawal will not change a failing grade given for violation of the attendance policy for reasons other than those of a documented medical or emergency nature.

A grade of "I" may be given at the instructor's discretion to the student who has not successfully mastered course content but by attendance and concerted effort shows that the student can attain

mastery if given more time. The student is expected to make up assigned work to remove the incomplete grade during the following quarter. The "I" grade will not be used in computing grade point averages. It must be removed during the next quarter in which the student is enrolled or the "I" automatically becomes an "F". In cases where a student has an "I" record and does not re-enter, the "I" will remain.

TRANSFER OF CREDITS

Educational work completed by students in other accredited institutions may, where applicable, be credited toward graduation requirements at Coastal Carolina Community College. In order to be eligible for graduation the transfer student is required to enroll for and successfully complete all additional curriculum courses for which transfer credit was not received. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-six (66) quarter hours toward any college curriculum.

Course work over fifteen (15) years old may not be accepted. The Registrar will establish procedures upon receipt and analysis of the student's transcript.

It is the policy of the college to deny transfer credit on any courses in a major subject area with a grade of less than C or 2.0 GPA equivalent.

No grade on applicable science courses of less than "C" will be accepted in transfer toward credit in health occupations curriculum without approval of Departmental Head and Registrar.

CREDIT FOR CORRESPONDENCE WORK

Ten (10) quarter hours of credit for correspondence courses applicable to courses offered at Coastal Carolina Community College may be accepted as transfer toward the Associate Degrees. Such courses must have been taken within the correspondence program of an accredited institution.

CREDIT FOR WORK EXPERIENCE

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education program. Academic credit is not allowed for previous work experience outside of the supervision of the college, however a student may challenge relevant courses by examination.

UNITED STATES ARMED FORCES INSTITUTE

Up to thirty (30) quarter hours credit of United States Armed Forces Institute course work may be accepted if determined

appropriate and applicable to courses offered at Coastal Carolina Community College, as transfer toward the Associate Degrees.

CREDIT BY EXAMINATION

Coastal Carolina Community College will grant credit by examination in lieu of regular class enrollment and participation for courses designated by the appropriate dean in consultation with the faculty of the concerned academic discipline. Any full-time or part-time students currently enrolled are eligible to earn credit by examination for any designated course in which they have not officially participated previously.

The student desiring to take an examination must initiate a request with the appropriate dean and explain the reasons and justification for the request. If the dean in consultation with the appropriate faculty approves the request, the student will register for the course at the registrar's office. The student must then arrange for the examination with the chairman of the division offering the course. A copy of the registration form must be presented to the faculty member administering the examination. All examinations must be completed within the first five days of the quarter. The faculty member will report the results of the examination to the registrar, the appropriate dean and the student on a grade report form.

There will be no penalty for an unsatisfactory grade on an examination, but the student will be allowed only one chance to challenge any one course by examination.

Standardized tests, selected by the appropriate division, will be used unless such tests are not available. If standardized tests are not available, local tests, prepared by the appropriate division and approved by the appropriate dean, will be used. National norms are usually available for standardized tests; these will be considered in determining whether or not the student has performed satisfactorily on the test. On local teacher-made tests, a grade of 85% or higher will be required for passing the test. Examination in courses requiring mechanical skills will include satisfactory demonstration of those skills.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average.

CLASS REPEAT RULES

It is necessary to repeat courses for which a student received a failing grade. When a course is repeated each attempt will be recorded and counted in determining the student's grade point average.

ATTENDANCE

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies.

A student is allowed a number of unexcused absences equal to the credit hours of a class (except one (1) credit hour classes the student is allowed two (2) unexcused absences). A student is to be administratively dropped when this rule is violated and a drop notice must be immediately sent to the Registrar's Office.

A student, while not violating the above rule, is allowed a number of excused and unexcused absences equal to twice the credit hours of a class (except one (1) credit hour classes the student is allowed four excused and unexcused absences). A student is to be administratively dropped when this rule is violated and a drop notice must be immediately sent to the Registrar's Office.

For evening classes unexcused absences shall not exceed the equivalent of one week of class and excused absences shall not exceed two weeks of class attendance. Any combination of absences shall not exceed two weeks of class.

In being consistent with this policy, Coastal Carolina Community College recognizes only the following as reasons for "excused" absences:

1. Death in immediate family.*
2. Sickness of student or person of immediate family.*
3. Absences caused by official college activities approved by the appropriate dean.
4. Absences caused by legal conditions such as subpoena or jury duty in courts of North Carolina.
5. Absences because of a natural disaster or inclement weather conditions.
6. Absences caused by an accident in an automobile preventing the student from attending class the day of the accident. (Students are still responsible for providing their own transportation if the auto is rendered inoperable.)
7. Emergency dental appointments are recognized as excused absences.
8. Absences caused by maternity and/or childbirth.
9. Absences caused by National Guard duty.

*Immediate family is defined to mean one's grandparents, parents, children, siblings, and spouse.

Any other reason given by a student to an instructor will be recognized by the school as “unexcused”. It is the student’s responsibility to verify the reason for absence to respective instructors. Those students who incur absences (whether excused or unexcused) in excess of twice the number of credit hours of a course will be dropped from the course with a failing grade. One absence is incurred for each one (1) hour of lecture missed and one absence for each two (2) hours of lab missed, each three (3) hours of clinical missed, and each three (3) hours of shop missed. Tardiness is to be handled by individual instructors as best suits their situation.

At the beginning of each course, the instructors will announce the college attendance requirements. It is the responsibility of the student to understand and to abide by these requirements. Each student is accountable for any work missed because of class absence. If a student incurs other absences in a course after having been warned he or she will be dropped from the course with a grade of “F”. When a student has been dropped from a course, he or she may, after conferring with the Registrar, appeal his or her case to the Attendance Committee.

Attendance in classes administered through the General Studies Center will be based on contact hours instead of credit hours. All other provisions of the attendance policy apply as stated.

GRADING SYSTEM

Official grades are issued for each student at the end of each quarter. Students enrolled in curriculum programs will be graded by the letter grade system shown below.

	Numerical Grade	Quality Points Per Quarter Hour
A—Excellent	93-100	4
B—Good	85- 92	3
C—Average	77- 84	2
D—Below Average	70- 76	1
F—Unsatisfactory	Below 70	0

I—Incomplete: This indicates failure to complete certain course requirements because of extenuating circumstances. It is the responsibility of the student to see that incompletes are removed before the end of the succeeding term of enrollment or the grade becomes an automatic “F”. In cases where a student has an “I” on record and does not re-enter, the “I” will remain.

W—Official Withdrawal

No grade will be reported if a student withdraws from school or from a course within the first five (5) school days of a regular quarter.

STUDENT CLASSIFICATION

Full-time Student—a student enrolled with twelve (12) or more quarter hours of credit.

Part-time Student—a student enrolled with fewer than twelve (12) quarter hours of credit.

Freshman—a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore—a student who has completed with a passing grade forty-five (45) or more quarter hours of credit.

PRESIDENT'S LIST

At the close of each quarter, regular students who are carrying a full load (courses leading to a diploma or degree) will be included on the President's List, providing they have no grades of "I" or no grade lower than an "A".

DEAN'S LIST

At the close of each quarter, regular students who are carrying a full load (courses leading to a diploma or degree) will be included in the Dean's List, provided they have no grades of "I" or no grade lower than a "B" and provided that the quality point average of all their grades for that quarter is 3.25 or better.

STANDARDS OF PROGRESS

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veteran alike, at the end of each scheduled school term.

ACADEMIC PROBATION

A student who fails to meet the minimum academic requirements will be placed on probation for the next quarter of attendance.

All students on probation must continue their studies under the guidance of their assigned counselor who may limit their enrollment to twelve (12) credit hours for the quarter. These students must report to their assigned counselor as often as is required. After planning a schedule of classes with their advisors for the next quarter, they must have their schedule approved by their counselor who may continue to limit their enrollment to twelve (12) credits.

ACADEMIC SUSPENSION

A student who fails to meet the minimum academic requirements will be suspended. A student may enroll in summer sessions to make up deficiencies to be reinstated. The second academic dismissal will be final. A student who has been academically dismissed twice from an

Associate Degree program may be considered for admission into a Vocational Trade program providing admission standards are met.

If a student wishes to return to the college after his or her suspension has expired, he or she will be placed under previous probationary requirements unless deficiencies were removed during the summer session.

ACADEMIC PROBATION AND DISMISSAL

Students failing to maintain the stated cumulative quality point average will be considered on academic probation and may be required to limit their course load. A student may be asked to withdraw from a regular curriculum program if his or her quality point average drops below the average on the chart.

Any full-time student who fails to pass at least three credit hours during any term is subject to academic dismissal for one term regardless of the student's quality point standing.

Any G.I. Bill student taking two or more courses who fails or withdraws-failing from all courses will have his or her educational benefits terminated for "Academic Dismissal", as required by Veterans Administration Regulations.

QUALITY POINT AVERAGE TO DETERMINE
CONTINUANCE IN SCHOOL

TWO-YEAR CURRICULA

*All Quarter Hours Credit Attempted	Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student Is On Academic Probation
1-16		1.25
17-32	.75	1.50
33-48	1.00	1.85
49-64	1.85	1.95
65-80	1.90	2.00
81-Over	2.00	2.00

To Graduate

ONE-YEAR CURRICULUM

Quality Point Average to Continue in Curriculum	Quality Point Average Below Which Student Is On Academic Probation
No Requirement to Begin Fall Quarter	End Fall Quarter 1.25
To Begin Winter Quarter 1.00	End Winter Quarter 1.50
To Begin Spring Quarter 1.70	End Spring Quarter 2.00
To Begin Summer Quarter 2.00	End Summer Quarter 2.00

To Graduate—2.00

*Students are encouraged to maintain a record with their total hours attempted at the college in order to interpret the above table. Academic counselors are available to assist any student to correctly interpret the table.

ACADEMIC STANDARDS FOR DEVELOPMENTAL STUDIES

Students taking developmental courses are expected to maintain a "C" average on all work attempted to remain in good standing. Students taking developmental courses who fall below the "C" average will be placed on probation for one quarter. If the student who is placed on probation does not raise his or her overall average to the "C" during the probationary period, he or she will be dropped. When a student is dropped from the developmental program for academic reasons he or she may enroll in the CCC General Studies Center until such time as the Director of Admissions recommends readmission.

Students will be given a maximum of three quarters of study in the developmental program. When a student who is enrolled full-time in the developmental studies is ready to go into regular curriculum studies he or she must visit with a guidance counselor and initiate a Curriculum Change Request. After the Curriculum Change Request form has been completed, the student must turn it in to the Registrar's Office.

GRADE POINT AVERAGE POLICY FOR DEGREE PROGRAMS

Students will maintain their original grade point average when they move from one associate degree curriculum to another. This applies to students in Associate Degrees moving to Associate in Applied Science Degree and vice versa. However, a student moving from a diploma curriculum to an associate degree curriculum would begin with a new average and vice versa.

RIGHT OF APPEAL RELATED TO COURSE GRADES RECEIVED

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the college. The following procedure will enable a student to exercise this right:

1. The student will approach the instructor to determine that there has been no mistake and to present his or her case.
2. If the case is not resolved by the instructor, the student will make an appointment with the appropriate dean (college transfer or occupational) who will hear his or her appeal.
3. Any cases not resolved by the steps taken above will be allowed to appear before the Dean of Instruction.
4. The Dean of Instruction will require both the instructor and student to present their cases and will render judgement.

5. Decisions obtained by this process will be recognized as final.
6. All above procedures must be completed within forty-five (45) days after student grades have been assigned and mailed.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Rights and Privacy Act of 1974 became law on November 19, 1974, and is most often referred to as the "Buckley Amendment." Through passage of the "Buckley Amendment", college students have gained the right to access and inspection of their educational records.

It is also part of the law that institutions inform their students concerning the stated provisions of the amendment which are summarized as follows:

The importance of and the right to privacy of all student records is recognized. It will be necessary that written consent provided by the student be required before the college can release any information to educational institutions, employers, etc. The student's right to "inspect and review" his/her personal records is recognized.

The student's right of "an opportunity for a hearing to challenge the content of their school records" is acknowledged.

PROCEDURE FOR COMPLIANCE WITH THE AMENDMENT

1. Appointments must be made with the appropriate office with custody of the student's records. For example, all appointments related to academic records will be made with the Registrar's Office. The student must make appointments with appropriate offices related to Financial Aid, Veterans Affairs, Counseling and Testing, and Business Office, etc.
2. Records will be received and reviewed within the appropriate office where such contents will be verified before and after each student review.
3. No copies or facsimilies of any portion of the student's records will be provided to the student by any office with custody of such records. The student will be able to take notes related to any part of said records as is necessary to his purpose.

POLICIES RELATING TO DISRUPTIVE CONDUCT

Coastal Carolina Community College honors the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition, and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with

the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, or political beliefs.

DEFINITION OF DISRUPTIVE CONDUCT

Any student, who with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature or because it restrains freedom of lawful movement, or otherwise prevents any member of the college community from conducting his normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion or dismissal from the college.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession or display of, or attempt or threat to use, for an unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) blocking normal pedestrian or vehicular traffic on or into any college campus.

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not knowingly possess, use, transit, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the college campus during and immediately before or immediately after school hours, or at any other time when the college is being used by any group.

Use of a drug authorized by a medical prescription from a

registered physician shall not be considered a violation of this rule.

GENERAL BEHAVIOR IN CLASS

No soft drinks, snacks, etc., are to be brought into any classroom. All students are reminded that such items may be more appropriately enjoyed within the premises of the college snack bar.

SMOKING

There will be no smoking in classrooms, laboratories, or shops.

CHEATING

Any student engaged in any act recognized as cheating in reference to the taking of an examination, plagiarism, or copying another student's reports may be dropped from the class with a failing grade. If the seriousness of the situation warrants such action, the student may be suspended from the college.

STUDENT IDENTIFICATION

Students are required to provide identification to any school personnel upon request while on campus or any activity sponsored by the school off campus.

DISCIPLINARY PROCEDURES

1. In cases involving conduct which is disruptive to the educational process, the person may be required to leave the campus, classroom, or other location immediately. In cases of less severe but disruptive conduct, the person may be warned and if the disruptive behavior continues may be required to leave the campus, classroom, or other location.
2. The appropriate administrator, staff, or faculty should provide a written notification to the person with a copy to the Dean of Student Affairs stating what misbehavior has taken place in cases where one is required to leave the campus, classroom, or other location; or where one is warned that such action may be taken.
3. Persons required to leave for disruptive conduct will be disenrolled and will not be allowed to re-enroll without permission of the Dean of Student Affairs. A second disenrollment for disruptive conduct will be final.

Cases involving misconduct by students will be handled according to the following procedures in order to insure "due process":.

1. The person accused will be provided written notice from the disciplinary action committee or administration of the charges against him or her.
2. The person accused will be provided a hearing by the Disciplinary Action Committee.

3. The person accused may inspect all affidavits, documents, and other evidence to be used against him or her.
4. The person accused may have the assistance of legal counsel if desired. (This does not mean that such counsel will be provided at public expense.)

RIGHT OF APPEAL

Any student found guilty by any committee or other school authority of violating any provision, regulation, or policy of the college; or who is placed on academic probation or suspension shall have the right to appeal the finding and/or discipline imposed upon him or her to the president of the college. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds: (1) that the finding is not supported by substantial evidence; (2) that a fair hearing was not accorded the accused; or (3) that the discipline imposed was excessive or inappropriate.

It shall be the responsibility of the president to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

TRANSCRIPT

Student permanent records are maintained in the Registrar's Office which indicate the educational progress of all students. One copy of the student's permanent record is sent to other institutions as requested. The first three (3) copies will be sent free of charge. Any additional copies will be sent upon receipt of \$1.00 per transcript. Please make checks payable to Coastal Carolina Community College Business Office.

PARKING

Parking will be permitted in designated areas only. Signs or markings indicating that parking spaces are designated for certain persons or groups will be observed. Parking on grass or unpaved areas which are not normal parking areas is prohibited. Traffic tickets will be issued for parking violations. The fine for each offense shall be five dollars (\$5.00). Those with overdue parking violations will not be allowed to take final exams until fines are paid at the Business Office. The towing law will be enforced.

SPEED

The speed limit on campus is set at a maximum of 15 MPH. This does not relieve drivers of the responsibility of operating vehicles at a reasonable and prudent speed and driving slower when circumstances require a speed of less than 15 MPH.

REGISTRATION OF VEHICLES

All motor vehicles operated regularly on campus must be registered with the Receptionist in the Administration Building. This includes vehicles operated on campus by students, faculty, or staff, even though the vehicle may be owned by a third party who does not operate the vehicle on campus. A motor vehicle not properly registered, licensed, and insured by the North Carolina Department of Motor Vehicles, or other competent government agency, may not be operated on Coastal Carolina Community College property. All vehicle operators must be properly licensed.

STUDENT PERSONNEL SERVICES

COUNSELING

Professionally trained counselors will assist students at Coastal Carolina Community College with educational, occupational and personal problems. Counseling services are available to every student from pre-admission through graduation. Students are encouraged to seek guidance from the counselors when the needs exist.

FACULTY ADVISING

Each full-time student is assigned to a faculty advisor. The advisor assists the student in planning his or her educational program, registration, and adjustments to college life. Students should periodically check with their advisor concerning their educational progress.

ORIENTATION

New students are expected to participate in an orientation program designed to promote rapid and sound adjustment to the educational philosophy, program, and standards of the college.

HOUSING

The college does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. However, the Student Affairs Office will assist in any way possible to help students find housing accommodations. The college does not assume responsibility for the supervision of housing.

STUDENT HEALTH

The college does not provide medical, hospital, or surgical services. Medical services are available at the emergency room of Onslow Memorial Hospital. A doctor is on call twenty-four (24) hours a day at the hospital.

Students are encouraged to carry accident insurance which is made available through the college at minimum cost.

PLACEMENT

Placement services are available through the Student Affairs Office. Students are encouraged to use these services.

STUDENT FINANCIAL ASSISTANCE

Every available program of financial assistance is provided by the college to ensure educational opportunity for the individual. Grants, scholarships, loans, and employment opportunities are included in the student financial assistance program. Most financial awards are based on the financial needs of the recipients after determination of a

reasonable family contribution by ACT or CSS.

Applications for ACT or CSS and additional information, may be obtained at the Financial Aid Office. Financial assistance should be applied for at least eight (8) weeks prior to the registration date of the quarter for which it is required.

Special Academic Awards:

The Cubillas Award is an academic award presented during graduation exercises to the student with the best academic record in Spanish 101, 102, 201 and 202 at this institution. The award is made in memory of Dr. Jose Perez Cubillas, the late father of Dr. Violeta P. C. Fischer.

Scholarships:

Local:

Scholarships are awarded by the following individuals and organizations:

American Business Women's Association

Janerion Chapter

El Rio Neuvo Chapter

Sea Oats Chapter

Chief Petty Officers Wives' Club

Christian Women's Fellowship

Jacksonville Jaycees

Jacksonville Jaycettes

Jacksonville Rotary Club

Maysville Rotary Club

New River Air Station Officers Wives' Club

N. C. Department of Veteran Affairs

National Marine Corps Scholarship Foundation Inc.

Navy Relief Society

Onslow County Dental Society

Onslow County Hospital Auxiliary

Onslow County March of Dimes

Onslow County Medical Society

Practical Nursing Scholarship

R. T. Johnson Scholarship Trust

Staff Noncommissioned Officers Wives' Club

Swansboro Booster Club

Scholarships awarded by the college for the following individuals and organizations.

Dr. W. K. Morgan

Richard Allen Suls Memorial Fund

Jacksonville Business and

Ward Bray Scholarship

Professional Women's Club

Scholarships Related to Professions:

The Juliette A. Southard Scholarship Trust Fund of the American Dental Assistants' Association provides tuition scholarships for Dental Assistant Education. The fund is named for the founder of the American Dental Assistants' Association and is supported entirely by voluntary donations. At the beginning of 1973, scholarship awards ranged from \$100 to \$1,000.

The Certificate Scholarship Program for dental hygiene administered by the American Dental Hygienists' Association provides financial assistance to second-year students enrolled in the college associate degree program. Funds are provided by donations from professional organizations, supporting industries and interested agencies and individuals. Scholarships range from \$300 to a maximum of \$3,000 which is based on the recipient's financial need. Applications must be received by the American Dental Hygienists' Association before April 1.

The Prospective Teacher's Scholarship Loan Program administered by the Department of Public Instruction provides awards of \$600 each academic year. Selection of recipients is based on such factors as the greatest demand for teachers of particular subjects or areas and financial need. After graduation, one scholarship loan note is canceled for each year taught.

Grants:

The Basic Educational Opportunity Grant (BEOG) Program provides the recipient with a base sum of financial assistance. Recipients may attend the college with the award and may apply for additional funds from other programs to meet the total cost of their education. Such factors as total funds allocated by Congress for the Federal grant program, cost of education, and expected family contribution determine the award amount.

The Supplemental Educational Opportunity Grant Program is funded by the Federal Government for students with exceptional financial needs. The students are recipients of awards since they would be unable to continue their education without a grant. Additional financial aid is awarded to the recipients from the other programs.

Loans:

Local Short-Term Emergency Loans;

Local loans are made available by the following individuals and organizations:

Auto Mechanics Loan Fund

The Gene Johnson Memorial Fund Loan

Jacksonville Department Store

Jacksonville Kiwanis Club

New River Pharmacy

S. E. Wainwright

Long-Term Loans:

The National Direct Student Loan (NDSL) Program is funded by the Federal Government and the College. The loan amount is determined in relation to the student's financial need. Interest at the rate of three (3) percent begins to accrue at the beginning of the repayment period. The repayment period begins nine (9) months after the student terminates at least half-time enrollment.

The Insured Student Loan Program allows legal residents of North Carolina to obtain loans related to their financial needs. The program is administered by College Foundation, Inc., Raleigh, North Carolina. It is funded by North Carolina banks, loan companies, and insurance companies. Loans are insured by the State Education Assistance Authority; and under certain circumstances, the Federal Government will pay the seven (7) percent interest during the enrollment and grace periods. Repayment begins nine (9) months after the student terminates at least half-time enrollment.

The James E. and Mary Z. Bryan Foundation Loan Program administered by College Foundation, Inc., provides loans for legal residents of North Carolina. There is an interest rate of one (1) percent during enrollment and grace periods and seven (7) percent during the repayment period. Repayment begins nine (9) months after enrollment of at least half-time.

The Educational Loan Program for Dental Hygiene Students, an American Dental Hygienists' Association student loan program, provides loans based on financial need to students after all other available sources of financial aid have been utilized. The final decision concerning disbursement of funds is made by United Student Aid Funds, Inc., which administers the program. Eligible students may borrow up to a maximum of \$2,000 for the two-year associate degree program at the college. The National Bank of Chicago serves as the program's chief lending agent. Interest accrues at the rate of eight (8) percent during enrollment and seven and one half (7½) percent after enrollment and during the repayment period. Repayment begins with minimum monthly payments of thirty (30) dollars on the first day of the tenth month after the student leaves school.

EMPLOYMENT OPPORTUNITIES

The "On Campus" College Work-Study Program is funded by the Federal Government and the college. The program assists students by providing job opportunities within the various departments on the

college campus. Total hours of work and earnings are based on the financial needs of the individual students on the program.

The “Off Campus” College Work-Study Program is funded by local nonprofit organizations and the Federal Government. Students on the program may be employed by a school, hospital, or with some other public or private social agency. Financial need is the basis for placement on the program and for total compensation. High school seniors may be placed on the summer program by obtaining an application from the college Financial Aid Office.

VETERANS ADMINISTRATION BENEFITS

The college is approved for the training of Veterans, war orphans, children of totally disabled veterans; or a widow of any person who died of service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service connected disability. Eligible persons seeking such benefits should contact the college, be accepted for a program of study, and then seek counseling from the Veterans Affairs Officer.

All G. I. Bill students should have and be familiar with the “Veterans Affairs Handbook”. They should also read the “Veterans Affairs Newsletters” that are published periodically.

G. I. Bill students are liable for repayment of overpayments resulting from their repeating courses for which they have received credit. If you have received a grade of “D” or better, you cannot draw G. I. Bill educational benefits for repeating the course. It is the student’s responsibility to insure that he or she does not repeat courses.

VOCATIONAL REHABILITATION ASSISTANCE

Certain handicapped students are eligible for aid administered through the Division of Vocational Rehabilitation, N. C. Department of Public Instruction. Those who seek aid should make application to the local Division of Vocational Rehabilitation.

SOCIAL SECURITY BENEFITS

Some students may qualify for financial assistance through their parents’ Social Security benefits. Those seeking such aid should first contact their local Social Security Office.

STUDENT ORGANIZATIONS AND ACTIVITIES

The college encourages participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is required for each student group and organization.

The groups currently functioning on the campus are:

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student council provides a means through which students can promote interest in student activities both on and off campus.

PUBLICATIONS

A literary magazine, **THIS END UP**, is published periodically by a student staff. The student newspaper on campus is the “Cougar’s Tale”, it is also published periodically by a student staff.

THE SPANISH CLUB

The Spanish Club was founded in 1970 and is sanctioned and funded mainly by the SGA. Its purpose is to promote fellowship among students of the Spanish language and the Spanish-speaking members of this community with special emphasis on the cultural aspects throughout educational events and special projects.

THE ACT ONE CLUB

The Act One Club is the drama organization whose purpose is to develop student interest and talent and serve as a showcase for it. Student members meet together regularly and participate in actual theater productions.

CHEERLEADING

A cheerleading squad is organized each year to provide cheers for the basketball team at both home and out-of-town games. Selections are made by the sponsor, one (1) faculty member, and the President of the Student Government Association. Any boy or girl who is a full-time student is eligible to “try-out” for the cheerleading squad. Every candidate must “try-out” each year regardless of previous squad membership. Academic eligibility and full-time status must be maintained.

PHI BETA LAMBDA (Business Club)

Phi Beta Lambda is a national organization for students enrolled in college level business programs. This organization provides the student with experiences which cannot be paralleled in a classroom situation by acquainting him or her with the business world in their community.

One of the major objectives of PBL is to develop strong, aggressive

leadership so that these future businessmen and women may function more effectively in the business world and the community. Members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively with each other, and participate in other activities—all of which contribute to the development of good leadership qualities.

The local and state chapters of PBL operate under charters granted by FBLA-PBL, Inc. There are over 600 local and state chapters, each one having its own constitution.

Members are students interested in different facets of business. To be a member a student must have taken, be currently taking, or plan to take at least one business course.

PHI THETA KAPPA (Honor Society)

Phi Theta Kappa is an honor society for those students enrolled in a college transfer curriculum who have achieved an accumulation grade point average of 3.5 or better. Membership is by invitation from the society. Phi Theta Kappa is the junior college equivalent of the senior college Phi Beta Kappa Society founded to promote academic excellence.

OTHER ORGANIZATIONS ON CAMPUS:

The Dental Assistant's Club, The Dental Hygienists's Club, The Registered Nursing Club, The LPN Club, The Police Science Club, The 4 C Art Club.

ATHLETIC PROGRAM

The emphasis on the Athletic program at Coastal Carolina Community College is two-fold: intercollegiate competition and intramural activities. This emphasis is for the purpose of encouraging full-student participation.

1. **Intercollegiate Athletics**—The “Cougars” are members of the Eastern Carolina Community College Athletic Conference, in which they participate in basketball, softball, tennis, volleyball, and golf. The Cougars also participate against other two-year schools as well as freshman or junior varsity teams from senior institutions. To be eligible to represent the college as a player or manager in inter-collegiate athletics, students must meet the eligibility requirements of the ECCCAC. A faculty athletic committee exercises immediate supervision of the intercollegiate program. All athletic programs are in compliance with Title IX.
2. **Intramural Activities**—The Intramural program at CCCC is designed to meet the needs of those students who do not wish to or are unable to compete on the intercollegiate level. The program involves participation in team sports, dual-activities, and individual sports. These activities include: volleyball, tennis, bowling, badminton, and archery. All the activities are co-recreational for women and men.



COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help insure the purpose and objectives of the college, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basic costs of the college, but such funds never meet all the needs for facilities, educational, and cultural opportunities. Because of limitations on normal sources, the college needs to look for private donor support.

USES OF FUNDS

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for buildings, programs, and activities of the college which promote the objectives of the college.

Funds received by the Foundation are used to support or promote activities including but not limited to:

- Capital Outlay
- Procurement of Special Equipment
- Development of Special Facilities
- Support of the College Library
- Financial Assistance for Students
- Management and Investment of Funds
- Planning for Special College Activities and Programs

PROCEDURE FOR GIVING

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the college or the Foundation are encouraged to contact the President of Coastal Carolina Community College or any foundation member.

Opportunities for large or small gifts to the college are almost unlimited and can be readily tailored to fit the situation or desires of the individual donor.

The growth of Coastal Carolina Community College will to a great extent vary directly with the interest and assistance received by the college from individual private donors.

**BOARD OF DIRECTORS OF COASTAL CAROLINA
COMMUNITY COLLEGE FOUNDATION, INC.**

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PROGRAMS OF STUDY

Coastal Carolina Community College offers the following programs of study. The courses listed in each curriculum are required. However, they may not always be taught during the quarter indicated. A student should confer with his or her educational counselor concerning course schedules. A schedule of courses offered will be published each quarter. The college reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

COLLEGE TRANSFER DIVISION

ASSOCIATE IN ARTS DEGREE

General	Pre-International Studies
Pre-Business Administration	Pre-Journalism
Pre-Business Education	Pre-Law
Pre-Education—Elementary (K-3 or 4-9)	Pre-Liberal Arts
Pre-Education—Secondary (10-12)	Pre-Nursing
	Pre-Recreation
	Pre-Social Work

ASSOCIATE IN SCIENCE DEGREE

Pre-Agriculture	Pre-Pharmacy
Pre-Dental	Pre-Science
Pre-Engineering	Pre-Textiles
Pre-Forestry	Pre-Veterinary Medicine
Pre-Mathematics	

ASSOCIATE IN FINE ARTS DEGREE

Pre-Art	Pre-Music
Pre-Drama	

OCCUPATIONAL DIVISION

ASSOCIATE IN APPLIED SCIENCE DEGREE—

Accounting	Legal Secretary
Associate Degree Nursing	Marketing and Retailing
Business Administration	Medical Laboratory Technician
Dental Hygiene	Medical Secreatry
Electronic Data Processing	Police Science
Executive Secretary	Surveying Technology
General Office Technology	

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

- | | |
|---|---------------------------|
| Air Conditioning and Refrigeration | Architectural Drafting |
| Automotive Mechanics | Auto Body Repair |
| Dental Assistant | Masonry |
| Electrical Installation and Maintenance | Operating Room Technician |
| Electronic Servicing | Practical Nurse Education |
| | Welding |

CERTIFICATE PROGRAMS—OCCUPATIONAL DIVISION

- Practical Electronic Servicing (Evening)
- Nurse Assistant Education

CERTIFICATE PROGRAMS—CONTINUING EDUCATION DIVISION

- | | |
|-----------------------|-------------------------|
| Adult Basic Education | Industrial Services |
| Community Services | General Adult Education |
| Special Education | |

CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS

The general requirement that a student have at least a "C" (2.0) overall average applies to all curricula.

COLLEGE TRANSFER DIVISION

COLLEGE TRANSFER PROGRAM

Coastal Carolina Community College, through its college transfer division, offers to all students a wide variety of course offerings in the liberal arts, general education, and pre-professional curricula. Students may work toward the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), and the Associate in Fine Arts Degree (A.F.A.) for the purpose of personal enrichment and satisfaction while others may plan to transfer to four-year colleges and universities in order to continue their pre-professional training.

The College Transfer program is specifically designed to parallel the freshman and sophomore years of study at a senior college.

The college counseling staff and faculty advisors are available to advise students in course selection; however, it is the responsibility of the student to become familiar with the requirements of the senior institution to which he or she plans to transfer.

Any substitution of courses for those listed in the programs of study must have the approval of the Dean of College Transfer Education and the Dean of Student Affairs.

Coastal Carolina Community College is strongly committed to a comprehensive educational program that combines various scholastic experiences that are designed to assure that each student who graduates with an Associate in Arts Degree, Associate in Science Degree, or Associate in Fine Arts Degree possesses in the major fields of human knowledge the understanding, skills, and appreciation necessary for informed citizenship and continued growth and effectiveness as an educated person. Coastal Carolina Community College requires all students to take courses in English, mathematics, natural sciences, social sciences, humanities, and fine arts. These courses, in addition to physical education, constitute a general educational core. Major course requirements, designed for a particular curriculum or where such course variations and options are available, will be listed in the specific curriculum chosen by the student. In order to qualify for the A.A., A.S., or A.F.A. degree, the candidate will be expected to complete the following general education courses or equivalent with additional approved electives for a minimum of 96 credit hours. Ninety-three (93) credit hours must be

in academic subjects unless a student takes a total of six (6) hours of physical education.

ASSOCIATE IN ARTS DEGREE (A.A.)

A candidate for the Associate in Arts degree will be expected to complete a minimum of 56 quarter hours to a maximum of 63 quarter hours. (See General Education Core for the Associate in Arts Degree) This does not include special requirements as set forth by the college for graduation. The remainder of the 96 quarter hours will consist of the curriculum course requirements and electives chosen from college transfer courses.

ASSOCIATE IN SCIENCE DEGREE (A.S.)

A candidate for the Associate in Science degree (A.S.) will be expected to complete a minimum of 73 quarter hours to a maximum of 90 quarter hours. (See General Education Core for the Associate in Science Degree) The two-year Associate in Science degree can lead to the Bachelor of Science degree awarded at the senior institution which provides for specialization in a particular science, necessary instruction in related fields of science, and a minimal requirement of work in English, foreign language, and other nonscientific fields.

ASSOCIATE IN FINE ARTS DEGREE (A.F.A.)

A candidate for the Associate in Fine Arts degree will be expected to complete the general education core for a minimum of 39 quarter hours to a maximum of 46 quarter hours. (See General Education Core for the Associate in Fine Arts Degree) This does not include special requirements as set forth by the college for graduation. The remainder of the 96 hours will consist of special required courses in the curriculum of art, drama and music. Electives will make up the remainder of courses chosen from college transfer offerings. This concentration of Fine Arts courses will allow the transferring student in the arts to meet requirements of the A.F.A. degree and also qualify for junior level standing at senior institutions in the area of art, drama or music. Thus, the A.F.A. degree will provide more time for participation in the appropriate arts area as recommended by four year schools.

FOREIGN LANGUAGE REQUIREMENTS

The foreign language requirement in curricula requiring a language for graduation may be fulfilled by the successful study of Spanish. Students who have high school credit for two or more years of study in a language, or who have had an equivalent learning experience, may fulfill this requirement by successfully completing ten quarter hours above the 100 level in the same language.

Placement at all levels is determined by scores on the MLA-Cooperative Foreign Language Test.

Elementary (100 Level) and Intermediate (200 Level) language courses must be taken in numerical sequence and require five class hours per week with one hour of laboratory work per week for five quarter hours credit.

Students who plan to transfer should consult the catalog of that institution in order to determine any particular requirements in foreign languages. Many senior institutions still require the completion of two years of a foreign language for admission purposes. College-level foreign language courses may not be required for some degrees.

Where applicable to the institution to which the student will transfer, a foreign language literature or other courses in translation may be taken in lieu of elementary or intermediate courses. However, the student must receive approval for this substitution from the Dean, College Transfer Education. The institution's catalog must be secured or letter from the institution be obtained in order to consider this change in degree requirements for that particular A.A. degree program.

Students may take a foreign language literature course in translation to partially fulfill the General Education Requirements in the Humanities at this institution.

PHYSICAL EDUCATION COLLEGE REQUIREMENT

All full-time college transfer students are required to take one (1) year or three (3) quarter-hour credits of physical education, one of which must be PED 101, Physical Conditioning. No more than two (2) activity courses may be taken per quarter. The only students exempted from this requirement are those who are physically unable to meet this requirement and present a written medical exemption from their physician to the college registrar.

THE GENERAL EDUCATION CORE FOR
THE ASSOCIATE IN ARTS DEGREE

	Credit Hours
English.....	9
English Composition 101-102-103.....	9
Mathematics.....	5-10
College Algebra 102.....	5
or	
Contemporary College Math 100 and 101.....	10
Natural Sciences.....	12
General Biology 101-102-103.....	12
General Chemistry 101-102-103.....	12
Physics 101-102-103.....	12
Physical Science 101-102-103.....	12
Social Science.....	14
Western Civilization 101-102-103.....	9
or	
American History 201-202-203.....	9
and	
One additional course (from Social Sciences).....	5
Humanities and Fine Arts.....	13-15
Select at least two courses in humanities and one course in Fine Arts from the following:	
Humanities.....	8-10
Literature (English, American, World, or Literature in a translated modern language), Philosophy, Religion, Spanish Culture, Speech, or Voice and Diction	
Fine Arts.....	5
Art, Drama or Music	
Physical Education.....	3
Physical Conditioning 101.....	1
and	
Two additional activity courses.....	2
Total Education Core Requirements	56-63
Electives and other major curriculum requirements.....	33-40
Electives are provided to assist the transfer student in meeting the requirements of the particular university or college to which he plans to transfer. It is recommended that electives be taken in the liberal arts area and/or cognate areas in the fine arts. The student should consult a counselor or his advisor to determine the course selection.	
Minimum total number of credits for degree.....	96

THE GENERAL EDUCATION CORE FOR
THE ASSOCIATE IN SCIENCE DEGREE

	Credit Hours
English.....	9
English Composition 101-102-103	9
Mathematics	20
College Algebra 102	5
Trigonometry 103.....	5
and	
Calculus and Analytic Geometry 201-202-203-204.....	5-20
Natural Sciences	24
General Biology 101-102-103	12
General Chemistry 101-102-103.....	12
Physics 101-102-103.....	12
Social Sciences	9
Western Civilization 101-102-103	9
or	
American History 201-202-203	9
Humanities and Fine Arts.....	8
Select at least one course in humanities and one	
course in Fine Arts from the following:	
Humanities	
Literature (English, American, World, or Literature	
in a translated modern language), Philosophy,	
Religion, Spanish Culture, Speech, or Voice and Diction	
Fine Arts	
Art, Drama or Music	
Physical Education.....	3
Physical Conditioning 101	1
and	
Two additional activity courses	2
Total Education Core Requirements	73
Electives and other major curriculum requirements.....	23
Electives are provided to assist the transfer student in meeting the requirements of the particular university or college to which he plans to transfer. It is recommended that electives be taken in the liberal arts area and/or cognate areas in the fine arts. The student should consult a counselor or his advisor to determine the course selection.	
Minimum total number of credits for degree.....	96

THE GENERAL EDUCATION CORE FOR
THE ASSOCIATE IN FINE ARTS DEGREE

	Credit Hours
English.....	9
English Composition 101-102-103	9
Mathematics and/or Science	5-12
College Algebra 102	5
or	
Contemporary College Math 100 and 101	10
One Natural Science series as listed under the Associate in Arts Degree program	12
Social Sciences	9
Western Civilization 101-102-103	9
or	
American History 201-202-203	9
Humanities and Fine Arts.....	13-15
Select at least two courses in humanities and one course in Fine Arts from the following:	
Humanities.....	8-10
Literature (English, American, World, or Literature in a translated modern language), Philosophy, Religion, Spanish Culture, Speech, or Voice and Diction	
Fine Arts	5
Art, Drama or Music (This selection should be one course other than in your major field of study.)	
Physical Education.....	3
Physical Conditioning 101.....	1
and	
Two additional activity courses	2
Total Education Core Requirements	39-48
Electives and other major curriculum requirements.....	48-57

Electives are provided to assist the transfer student in meeting the requirements of the particular university or college to which he plans to transfer. It is recommended that electives be taken in the liberal arts area and/or cognate areas in the fine arts. The student should consult a counselor or his advisor to determine the course selection.

Minimum total number of credits for degree 96

SPECIAL REQUIREMENTS

Foreign Language 10-20

(10 hours for students capable of taking only the intermediate level of language.
20 hours for students who must take both the elementary and intermediate levels
of language.)

Curriculums that require a foreign language are:

- Pre-International Studies
- Pre-Nursing
- Pre-Liberal Arts
- Pre-Science
- Pre-Mathematics
- Pre-Social Work

GENERAL CURRICULUM (A.A.)

The general curriculum provides valuable opportunities for the student to test and extend his understanding of the total world and environment while allowing the development of character and ability through a broad comprehensive educational program.

This curriculum, designed for the student who initially plans two years of college education, provides a wide choice of subjects to enable the individual to find particular educational interests. All courses are transferable to senior institutions should the student desire to transfer at a later date.

General Education 56-63

Electives (Sufficient to meet degree requirements)

PRE-AGRICULTURE (A.S.)

Agriculture in North Carolina is a complex industry built on a sound educational foundation of science and business. Upon graduation from a university, students will find broad and fascinating opportunities in fields of farm management, corporations, marketing, transportation, food chains, machinery and equipment, fertilizer and food manufacturing and processing, to mention only a few. Agriculture majors offered at senior institutions are in biological science, business technology, conservation, plant protection agronomy and many other individualized programs that meet the needs of the student.

Students desiring to continue at a senior university should contact the School of Agriculture and Life Science at North Carolina State University in Raleigh or A and T University in Greensboro, North Carolina.

General Education73

Western Civilization 101-102-103	9
Physical Geography 101-102.....	8
Electives (Sufficient to meet degree requirements)	
Students should take biology & chemistry in meeting the requirements of this program. Mathematics should consist of MAT 101-102 and 201.	

PRE-ART (A.F.A)

Pre-Art is offered to students with talent and/or interest in the arts. Senior institutions offer majors in painting, sculpture, ceramics, commercial art, interior design, art history, studio art and art education.

The transfer students will be adequately prepared to move into a specialized art curriculum upon completion of this Pre-Art program and the awarding of the Associate in Fine Arts Degree.

Students desiring to transfer into a Bachelor of Fine Arts (BFA) or professional degree program are recommended to transfer after one year to eliminate problems in transferring credits.

General Education Requirements 39-48

Art 111, 121.....	6
Art 131, 141.....	6
Art 201 or 221	3
Art 241, 246, 251	9
Art 261, 262.....	6
Art 281, 283.....	6
Electives (Sufficient to meet degree requirements)	

PRE-BUSINESS ADMINISTRATION CURRICULUM (A.A.)

The curriculum for the student in business administration includes a broad foundation in liberal arts and professional courses that begins to prepare a person to meet the changing complexities of life and leadership in the business community. Upon receiving the A.A. degree, the student will find a wide range of exciting careers in the business and industrial fields. The selection of professional studies at the senior institution in business administration, economics, marketing, insurance, management, finance, industrial relations and many other related fields will lead to meaningful managerial positions in business, government and non-profit organizations.

General Education 56-63

Business 101.....	5
Economics 201-202-203.....	9
Accounting 120-121	12
Electives (Sufficient to meet degree requirements)	
Students are suggested to take Mathematics 103 and 201 as possible electives.	

PRE-BUSINESS EDUCATION CURRICULUM (A.A.)

Business education, sometimes referred to as distributive education, provides students the opportunity of obtaining the first two years of undergraduate studies toward a baccalaureate degree (B.S.) in business education and a class "A" teaching certificate in basic and comprehensive teaching or distributive education teaching.

In addition, the opportunity exists for students to continue in the same program for a non-teaching degree in office administration.

General Education	56-63
Business 102-103-104 (Typing)	12
Business 106-107-108 (Shorthand)	12
Economics 201-202-203.....	9
Accounting 120-121	12
Electives (Sufficient to complete degree requirements)	
Business 101 is suggested as a possible elective for students in this curriculum.	

PRE-DENTAL (A.S.)

Schools of dentistry acknowledge that students preparing to enter the profession of dentistry should spend as much time as possible in securing a well-rounded education. They should complete the regular baccalaureate degree (B.S.) or three years of academic work that meets specific requirements for admission to a school of dentistry. The pre-dental curriculum has been prepared for the student who has the intelligence and aptitude to complete satisfactory the dental curriculum at a senior institution. The student should consult the bulletins of the dental schools to determine specific entrance requirements.

General Education	73
Economics 201-202-203.....	9
Electives (Sufficient to meet degree requirements)	
Students in Pre-Dental will take both BIO 101-102-103 and Chemistry 101-102-103	
Students are suggested to take Psychology 201 and Sociology 201 as possible electives.	

PRE-DRAMA (A.F.A.)

The pre-drama curriculum is strongly recommended for talented students who intend to follow careers in the dramatic arts.

Areas of study are in acting, directing, producing and stage designing, as well as all aspects of mounting a theatrical production.

This pre-drama curriculum (Associate in Fine Arts Degree) leads to two undergraduate degree programs at senior colleges and universities: the Bachelor of Arts (B.A.) for students intending to follow a traditional liberal arts curriculum with an emphasis in Dramatic Arts, and a Bachelor of Fine Arts (B.F.A.) for those students wishing to follow the theatre as a profession.

Students desiring to transfer into a Bachelor of Fine Arts (B.F.A.) or professional degree program are advised to transfer after one year to eliminate problems of transferability.

General Education	39-48
Drama 201, 202, 203	9
Drama 204	2
Drama 205	1
Drama 210	5
Drama 211	5
Music 203	5
*Speech 201, 202.....	8
*Speech 206	5
Electives (Sufficient to meet degree requirements)	
Pre-Drama students are required to take DRA 205 twice a year for two years.	
*Speech	
Speech electives are highly recommended in the liberal arts curriculum as preparation for those students who anticipate upper level training at the senior institution in speech related programs that lead to a B.A. in speech or speech-drama combination.	

A degree in speech opens the way to a wide variety of careers in drama, public address or television and radio. A program in speech is also recommended for students who wish to concern themselves primarily with problems and disorders of human communication as manifested in the processes of speech.

PRE-EDUCATION (K-3; 4-9; 10-12) (A.A.)

The State of North Carolina Department of Public Instruction provides teacher certification in the following three categories: early childhood education (kindergarten through grade three); intermediate education (grade four through nine); and secondary school education (grade ten through grade twelve).

Students seeking certification in early childhood education (K-3) will, upon transfer, begin a specialized curriculum emphasizing appropriate values and techniques that should equip the teacher with the competency and understanding essential to teaching children in the early years. Those wishing to be certified for the intermediate grade (4-9) will, upon transfer, choose an appropriate subject area concentration in the language, arts, mathematics, science or social studies. A second area is recommended and is generally selected from the fields of library science, reading, special education, art, music, or physical education.

Students desiring to enter the K-3 or 4-9 program should follow the basic elementary program, and those who desire certification for grades ten to twelve(10-12) should select the secondary education program.

ELEMENTARY EDUCATION (K-3 OR 4-9)

General Education	56-63
Education 201	5
Geography 101-102	8
Political Science 201	5
Speech 201	3
Electives (sufficient to meet degree requirements).	

K-3 and 4-9 majors should select electives in American History, Art Appreciation, Music Appreciation, and Personal and Community Health. Students desiring to enter the field of physical education should take P.E.D. 250, Introduction to Physical Education.

SECONDARY EDUCATION (10-12)

Students desiring certification in secondary education (10-12) will, upon transfer, choose a subject concentration from among the field generally associated with high school subjects: English, foreign language, mathematics, science, and special subject areas in health and physical education, distributive education, art, music, speech or special education.

General Education	56-63
Education 201	5
Electives (Sufficient to meet degree requirements)	

PRE-ENGINEERING (A.S.)

The Pre-Engineering program is designed to prepare students to continue studies toward the baccalaureate degree in engineering at senior institutions. In view of the emphasis on mathematics and sciences, students who decide upon this program should possess high academic potential and should have demonstrated above average mathematical ability.

Students contemplating an engineering career should contact the school of engineering of their choice in order to obtain additional information as to degree requirements. If possible, applicants seeking a degree in engineering at the senior institution should plan on entering in summer school to make up required technical courses missed during the first two years.

Careers in engineering offer vast opportunities in the business and industrial world. Degrees generally offered in schools of engineering consist of aerospace, chemical, civil, electrical, engineering mechanics, industrial, mechanical and nuclear, in addition to many other engineering options.

General Education	73
Economics 201-202-203.....	9
Electives (Sufficient to complete degree requirements)	
Chemistry and Physics should be taken as the required science.	

PRE-FORESTRY (A.S.)

Forestry in North Carolina provides ample opportunities for a vast array of

challenging courses that deal with the management and utilization of the resources and products associated with the forests. North Carolina is one of the nation's most important forest states and thus needs a large number of well educated and technically competent personnel to preserve the quality of the environment and the overall quality of life. Senior institutions with a school of forestry have major forestry programs in conservation, forestry, recreation resources administration, recreation and park administration, natural resources management and wood and paper service and technology.

As these programs become very specialized in nature, students are requested to contact the school of forestry of their choice to obtain all information pertinent to program requirements.

General Education

Economics 201-202-203..... 9

Electives (Sufficient to meet degree requirements.)

Students should take both biology and chemistry in meeting the requirements of this program.

73

PRE-INTERNATIONAL STUDIES (A.A.)

The purpose of the International Studies curriculum is to prepare a student for a wide variety of careers in the field of American foreign relations. This program, upon transfer, leads to the degree of Bachelor of Arts in International Affairs or related fields and is intended for students interested in a career abroad and others desiring an international perspective in their education. Senior institutions who have a degree in international affairs offer many programs that deal with various parts of the world and their association to international politics and relations among world powers.

General Education

Political Science 201

Geography 101-102

World Politics 205

Latin America 206.....

Foreign Language

Electives (Sufficient to meet degree requirements.)

56-63

5

8

5

5

10-20

PRE-JOURNALISM (A.A.)

Pre-Journalism includes the first two years of a liberal arts education, thus meeting the general requirements of the university prior to a student's entrance into a school or department of journalism leading to an A.B. Degree in Journalism.

Courses at this institution and later at the senior university are designed to provide the student with a sound preparation for successful work in the field of journalism and to equip one with the skills and techniques employed by the mass media including newspapers and other publications, radio-television journalism, industrial journalism, advertising, and in public relations.

General Education

Creative Writing 210

Speech 201-202

Introduction to Mass Communication 211

Journalistic Writing 212

Electives (Sufficient to meet degree requirements)

Students are recommended to take electives from the social science area. It is essential that each student be able to type with reasonable skill.

56-63

3

8

5

5

PRE-LAW (A.A.)

Most law schools do not prescribe a curriculum for admission. Normally only a college degree is required whereby the student planning to attend law school is free to obtain a baccalaureate degree and to major in any field desired. Since law enters into so many phases of life, this pre-law program is regarded as a sound preparation for the future student of law.

The curriculum at most senior institutions having law schools is designed to give students a basic legal education which will fit them for practice in any state and federal judicial system. Students desiring to enter the field of law should inquire early by

contacting the law school which they plan to attend to determine its admission requirements.

General Education	56-63
Economics 201-202-203.....	9
Psychology 201	5
Political Science 201	5
Electives (Sufficient to meet degree requirements)	

PRE-LIBERAL ARTS (A.A.)

The Liberal Arts curriculum has been designed to prepare the student for entrance with advanced standing to colleges and universities that grant the Bachelor’s degree; to assist the individual in exploring the major fields of study; and to prepare a person to meet the needs of the total environment through this study of liberal arts courses. Liberal Arts courses, in their full context, open the way to help the students understand the condition of man’s existence, through the study of ideas and experiences in a variety of subjects and disciplines.

The A.A. degree in Liberal Arts provides the educational foundation for curriculum degree programs at the senior institution in art, drama, literature, modern languages, music, philosophy, journalism, speech, history, political science, psychology, sociology, anthropology, biology, chemistry, mathematics, and earth science, to mention only the main areas.

General Education	56-63
Foreign Language	10-20
Electives (Sufficient to meet degree requirements)	

PRE-MATHEMATICS (A.S.)

The Associate in Science degree in Mathematics is designed for those students with ability and particular interest in the field of mathematics and mathematical sciences. Students seeking a degree in this field should possess an above average ability in mathematics.

Completion of this program at the senior institutions (B.S. or B.A.) will enable the student to continue toward a career in mathematics and mathematical science as well as its application to physics, chemistry and a wide variety of technical and engineering programs.

General Education	73
Foreign Language.....	10-20
Electives (Sufficient to meet degree requirements)	
Chemistry and Physics should be taken as the required science	
Students interested in a B.S. degree should take	
Economics in lieu of foreign language.	
Pre-Mathematics students should take MAT 250-251-252 as	
recommended electives.	

PRE-MUSIC (A.F.A.)

This program offers to students the opportunity to complete their basic undergraduate requirements for the Associate in Fine Arts Degree while preparing for transfer to curricula in music, including the B.A. for those seeking to emphasize music’s place in the humanities, the B.M.Ed. for those wishing to teach music privately or in the public schools and the B.M. for those desiring to specialize in performance or in theory and composition.

Students desiring to follow the B.M. degree should contact the School of Music at the completion of the first year in order to obtain the necessary degree requirements for this particular degree.

General Education	39-48
Music 102	5
Music 103	5
Music 106	1-6
Music 201	5
Music 202	5
Music 203	5

Music 204-205-206 9
Electives (Sufficient to meet degree requirements)
Pre-music majors are expected to participate in the CCCC Chorus more than the required one hour. CCCC Chorus can be taken three times a year for two years.

PRE-NURSING (A.A.)

The Pre-Nursing curriculum (A.A. Degree) offers to the student the opportunity of successful completion of all lower division courses of general education for the first two years prior to transfer to a School of Nursing as a junior. This program upon completion of all requirements (A.A. Degree) leads to the Bachelor of Science in Nursing at the senior institution and provides the graduate with varied opportunities for men and women to enter necessary professional nursing careers in hospitals, city and county health departments and other community health agencies, as well as specialty area careers in medical-surgical, maternal-child and public health nursing.

The student who is planning to transfer to the School of Nursing at the University of North Carolina, Chapel Hill should be aware that all nursing courses are offered at the upper division level (Junior-Senior year) with the lower division (Freshman-Sophomore) including general academic courses. Transfers to the School of Nursing, East Carolina University, Greenville, should transfer after the freshman year. The following curriculum is presented with transferability to both institutions. All students should contact the School of Nursing of their choice at the earliest opportunity to discuss admission procedures, credits and course plans so that time will not be lost.

General Education	56-63
Science (Biology-Chemistry)	24
Human Anatomy and Physiology I-II	8
Foreign Language	10-20
Electives (Sufficient to meet degree requirements)	
Students are suggested to take Psychology 201-202 and Sociology 201 as possible electives.	
Students entering the Pre-Nursing program should take both Biology and Chemistry as required in this curriculum.	

PRE-PHARMACY (A.S.)

Pre-Pharmacy is designed to encourage capable individuals to enter the field of pharmacy. The increased demand for well qualified pharmacists in North Carolina is likely to continue to grow in direct response to increased population, greater emphasis on health care, and in particular to the newer and more diversified utilization of the pharmacists now in practice in this country. Pharmacy practitioners are associated with private and community practice, hospitals, institutional practice, research, production, law enforcement, education, state and federal government agencies.

Universities having a school of pharmacy offer a five-year curriculum leading to the Bachelor of Science Degree (B.S.) in pharmacy. In some states, the final three years are to be taken in the school of pharmacy with the first two being those meeting general college requirements. The University of North Carolina School of Pharmacy curriculum is designated as a 1-4 program, one year of Pre-Pharmacy followed by four years of professional courses. Thus, the candidate for the University of North Carolina School of Pharmacy should transfer after one year due to the minimum space allocated in this program.

Each applicant for admission must be approved by the Director of Undergraduate Admissions and the Admissions Committee of the school of pharmacy. Applications should be filed as early as possible, preferably before February 1st of the calendar year in which the student desires admission.

General Education	73
Economics 201-202-203	9
Electives (Sufficient to meet degree requirements)	
Biology and chemistry should be taken as the required science.	
Electives should be taken from the Social Science area.	

PRE-RECREATION (A.A.)

The purpose of this program is to provide the students with a sound foundation in

liberal arts courses complete with the understanding about man’s recreational behavior. The Pre-Recreation curriculum provides educational preparation for students who will seek careers in a wide variety of business service agencies at the local, regional, state, and national levels. The student may concentrate in municipal recreation, park management, camping, ecology, therapeutic recreation, music or theatre art and other programs dealing in youth services, corrective institutions and recreation for the elderly.

General Education	56-63
Health 101-102	8
Recreation 201-202.....	10
Electives (Sufficient to meet degree requirements)	
Suggested electives for the recreation curriculum are Physical Education 102, 105, 106, 108, 109, and 208, Psychology 201-202, Sociology 201 and Political Science 201.	
Additional recreation courses for non-credit are offered through the Continuing Education Program.	

PRE-SCIENCE (A.S.)

The Pre-Science curriculum is designed for students preparing to transfer to a four-year program requiring a concentration in science and mathematics. The courses are chosen with the student in mind who seeks to obtain a sound education in mathematics and the physical sciences with a wide variety of major fields of interest.

The main objective of this program is to prepare future leaders in the field of science ranging from teaching in higher education to the research specialist. Students intending to enroll in a school of chiropractic can meet the usual entrance requirements by following this Pre-Science curriculum.

General Education	73
Foreign Language or Economics 201-202-203	9-20
Electives (Sufficient to meet degree requirements)	
Microbiology and chemistry should be taken as electives for students seeking to follow a chiropractic program.	

PRE-SOCIAL WORK (A.A.)

This Pre-Social Work curriculum is broadly designed for those students intending to enter challenging courses that deal with human relations and the general welfare of our society.

Positions of this nature are associated with all age groups from early childhood to the aged. Positions exist in agencies that deal with social services related to housing and development, nursing homes, hospitals and health centers, recreation centers, and in other agencies that work with people in the development of the total welfare of the community.

The program of Pre-Social Work is also appropriate to assist students entering the field of correctional services or law enforcement.

General Education	56-63
Psychology 201-203	10
Sociology 201-202	10
Social Psychology 204	5
Foreign Language	10-20
Electives (Sufficient to meet degree requirements)	
Spanish is recommended to meet foreign language requirements; Biology for the science requirement; and electives from the social sciences.	

PRE-TEXTILES (A.S.)

Textiles is one of North Carolina’s largest and fastest growing industries with the opportunity for a vast number of essential and exciting careers. Textiles covers almost every aspect of our daily lives—with application in medicine, in space, in recreational and sports, in personal safety, in environmental improvement and control, in transportation and in household and apparel uses.

This program is specifically proposed for transfer to the School of Textiles, NCSU

as it prepares the student with the essential requirements. If possible, applicants seeking a degree in textiles at the senior institution should plan on entering summer school to make up required technical courses missed during the first two years.

It is recommended that students selecting Pre-Textiles contact the Academic Coordinator, School of Textiles, N.C.S.U. Raleigh, N. C. 27607 for details regarding transfer.

General Education73

Economics 201-202-203..... 9

Students should select chemistry and physics as the required science.

Electives (Sufficient to meet degree requirements)

PRE-VETERINARY MEDICINE (A.S.)

Students contemplating a career in veterinary medicine usually are baccalaureate candidates for degrees in Animal Science, Zoology, Poultry, Science, Biology, Chemistry or Biochemistry before being admitted to a college of veterinary medicine. Four years of pre-professional preparation and four years in a school of veterinary medicine is the current trend. Two years of this pre-professional program may be completed at Coastal Carolina Community College with the remaining required courses completed at North Carolina State University. The course program should consist of that as outlined for the transfer program in agriculture. In addition to superior academic performance and strong motivation, it is highly desirable that the student have some experience either working for or observing a practicing veterinarian. Likewise, experience working with animals is recommended.

Upon satisfactory completion of a pre-professional program, a student is certified to apply to colleges of veterinary medicine having contract arrangements for North Carolina residents.

General Education 73

Western Civilization 101-102-103 9

Principles of Economics 101-102-103..... 9

Electives (Sufficient to complete degree requirements)

Biology and chemistry should be taken as the required science.

Students are suggested to take MAT 201 for this curriculum.



DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program is an integrated, student-centered program of instruction offered to prepare students for admission to the college transfer or to the technical curricula. It is designed to help develop the basic skills necessary to succeed in any program of the college.

A student enters the developmental program after a close analysis of his high school transcript, test scores, and other information on his level of achievement. Generally, a student enrolls in developmental studies for one of the following reasons:

1. not taking enough high school courses in that particular area;
2. poor performance in those courses and desires to increase overall proficiency;
3. forgotten most of the material studied in high school.

Through the use of individualized teaching methods and specialized equipment, the student may progress at his or her own rate to achieve course objectives in the program. The student will be tested frequently for the purpose of evaluating progress. Upon completion of the program, the student is permitted to select a curriculum consistent with one's performance.

Students may spend from one quarter to three quarters in the Developmental Studies Program. However, most students prefer to complete their developmental program in less than three quarters in order to begin their college transfer or technical program course work.

Those students who enter Coastal Carolina Community College holding a high school diploma or its equivalent but lacking the most rudimentary knowledge in reading, English, and/or arithmetic may be guided into the Basic Skills Program. Through a carefully integrated sequence of individualized instruction, testing, and evaluation, the student will have the opportunity to learn basic "survival" skills in one's area of weakness. Upon satisfactory completion of the Basic Skills Program (which may require from one to three quarters to complete), the student will be counseled concerning entry into a vocational curriculum, the Continuing Education Program, the Developmental Studies Program, or into the job market. In the event a student wishes to enter any of the regular college programs, one must re-apply for admission to those programs and re-take the College Guidance and Placement Exam (CGP).

OCCUPATIONAL DIVISION IN APPLIED SCIENCE PROGRAMS ACCOUNTING

Accounting is a growing professional field. Its requirements are high and its rewards are equally high. The Accounting Curriculum is designed to make the student employable in this specialized field of business.

The student, to be successful, should have a sound background in mathematics and English. A logical mind and problem-solving ability are assets.

CURRICULUM OBJECTIVES

1. General knowledge of accounting as a professional.
2. Specific knowledge of accounting procedures, principles postulates, assumptions, and connections.
3. General knowledge of business. Specific areas are law, finance, economics, data processing, marketing, and management.
4. Machine skills.
5. Reinforcement in math and English.

GRADUATE PROSPECTS

The accounting graduate can expect employment opportunities to be numerous. These range from basic bookkeeping to assistant controller positions. Regardless of where the graduate starts a career in accounting, he or she will find the opportunities for advancement to be limited only by desire and ability.

ACCOUNTING

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FALL QUARTER				
BUS	101—Introduction to Business	5	0	5
BUS	110—Office Machines	2	2	3
ECO	201—Principles of Economics	3	0	3
ENG	121—Grammar and Composition I	3	0	3
MAT	110—Business Mathematics	5	0	5
		—	—	—
		18	2	19
WINTER QUARTER				
BUS	115—Business Law	5	0	5
BUS	120—Principles of Accounting	5	2	6
ECO	202—Principles of Economics	3	0	3
ECO	122—Grammar and Composition II	3	0	3
		—	—	—
		16	2	17
SPRING QUARTER				
BUS	102—Beginning Typewriting*	3	2	4
BUS	116—Business Law	5	0	5
BUS	121—Principles of Accounting	5	2	6
ECO	203—Principles of Economics	3	0	3
ENG	224—Oral Communication	3	0	3
		—	—	—
		19	4	21
FALL QUARTER				
BUS	222—Intermediate Accounting	5	0	5
BUS	226—Cost Accounting	5	0	5
EDP	204—Introduction to Data Processing— Business	3	2	4
ENG	123—Technical Writing	3	0	3
		—	—	—
		16	2	17
WINTER QUARTER				
BUS	123—Business Finance	5	0	5
BUS	223—Intermediate Accounting	5	0	5
BUS	229—Taxes	5	0	5
EDP	202—Cobol I	2	4	4
		—	—	—
		17	4	19
SPRING QUARTER				
BUS	227—Advanced Accounting	5	0	5
BUS	230—Taxes	5	0	5
BUS	235—Business Management	5	0	5
BUS	269—Auditing	5	0	5
		—	—	—
		20	0	20

TOTAL QUARTER HOURS: 113

*Students may receive credit by successfully passing an examination.

ASSOCIATE DEGREE NURSING

The Associate Degree nurse is concerned primarily with the direct nursing of patients with health problems, patients who present common, recurring nursing problems. Direct nursing care includes both the immediate care illnesses or acute phases of chronic health problems and long-range planning for nursing and health care for patients with long-term illnesses.

The Associate Degree nurse performs nursing functions with patients who are under the supervision of a physician and/or professional nurse and assists in planning the day-to-day care of patients, evaluating the patient's physical and emotional reactions to therapy, taking measures to alleviate distress, using treatments modalities with knowledge and precision, and supervising other workers in technical aspects of care.

The goal of the Associate Degree Nursing Program is the development of the student as a safe practitioner of nursing by providing a well rounded curriculum. The curriculum will enable the student to understand the role of the registered nurse in the hospital as well as in other health facilities and the community.

The Associate Degree Nursing Program has been developed as a six and one-half (6½) quarter curriculum in an effort to provide the necessary general education courses but at the same time to provide additional clinical experience in nursing courses. This will serve as the means by which the student will prepare to function in the role of a graduate nurse and as a registered nurse. It is our purpose to periodically evaluate the program in terms of success in preparation of nurses and its effectiveness in meeting nursing needs of our community.

Nursing laboratory experiences are obtained in the Onslow Memorial Hospital, Jacksonville, North Carolina; U.S. Naval Regional Medical Center, Camp Lejeune, North Carolina; Cherry Hospital, Goldsboro, North Carolina; New River Nursing Home and Oak Manor, Inc., Jacksonville, North Carolina, local health clinics and kindergartens.

ADMISSION REQUIREMENTS

1. Applicant must be a high school graduate or equivalent.
2. Applicant must file the following with the Director of Admissions prior to enrollment:
 - a. an application for admission.
 - b. a copy of high school transcript, or GED scores and all other post-secondary school records.
3. Applicant must have satisfactory scores on Placement tests required by the college.

4. Applicant must have a physical examination including a chest film and dental examination.
5. Applicant must have high school chemistry or equivalent. High school Algebra I and II recommended.
6. Having completed the above requirements, applicants will be called for an interview.

ACADEMIC REGULATIONS

A student must maintain the quality point average of 2.0 and receive no grade below a "C" on any nursing course.

If a student makes a "D" or less in a nursing course, he or she is to be released from the Nursing Program. Subsequent privilege of repeating the nursing course will rest on the educational committees decision. If circumstances warrant, the student will be allowed to repeat a course before going on to an advanced sequence course.



ASSOCIATE DEGREE NURSING PROGRAM

	Hours Per Week		Quarter Hours Credit
FALL QUARTER	Class	Lab	
BIO 121—Human Anatomy and Physiology I.....	3	3	4
NUR 101—Fundamentals of Nursing I.....	6	9	9
NUR 102—Nutrition	3	0	3
PSY 201—Introduction to Psychology	5	0	5
	—	—	—
	17	12	21
WINTER QUARTER			
BIO 122—Human Anatomy and Physiology II.....	3	3	4
NUR 103—Fundamentals of Nursing II.....	6	12	10
PSY 202—Human Growth and Development.....	5	0	5
	—	—	—
	14	15	19
SPRING QUARTER			
BIO 123—Introduction to Microbiology.....	3	3	4
NUR 104—Nursing in Physical/Mental Illness I.....	6	12	10
PSY 203—Abnormal Psychology	5	0	5
	—	—	—
	14	15	19
SUMMER QUARTER (One Split Summer Session)			
NUR 105—Behavioral Disorders.....	10	18	8
	—	—	—
	10	18	8
FALL QUARTER			
ENG 101—English Composition	3	0	3
NUR 206—Maternal and Child Care	6	15	11
SOC 201—Introduction to Sociology	5	0	5
	—	—	—
	14	15	19
WINTER QUARTER			
ENG 102—English Composition	3	0	3
NUR 207—Nursing Care in Physical/Mental Illness II	6	18	12
Free Elective	3	0	3
	—	—	—
	12	18	18
SPRING QUARTER			
ENG 103—English Composition	3	0	3
NUR 208—Nursing Care in Physical/Mental Illness III	6	18	12
NUR 209—Nursing Seminar	3	0	3
	—	—	—
	12	18	18
General Education	41	9	44
Nursing.....	52	102	78
	—	—	—
TOTAL	93	111	122

PLEASE NOTE:
Pharmacology will be integrated beginning in the first quarter with emphasis running through the first year and continuing as necessary during the entire six and one-half quarters. In addition to NUR 105—Behaviorial Disorders, interpersonal interaction and behavioral concepts will be integrated throughout the six and one-half quarter curriculum.



BUSINESS ADMINISTRATION

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through a study of economic principles and a study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervision. Positions are available in business such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.

BUSINESS ADMINISTRATION

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introduction to Business.....	5	0	5
BUS 110—Office Machines.....	2	2	3
ECO 201—Principles of Economics.....	3	0	3
ENG 121—Grammar and Composition I.....	3	0	3
MAT 110—Business Mathematics.....	5	0	5
	<hr/>	<hr/>	<hr/>
	18	2	19
WINTER QUARTER			
BUS 115—Business Law.....	5	0	5
BUS 120—Principles of Accounting.....	5	2	6
ECO 202—Principles of Economics.....	3	0	3
ENG 122—Grammar and Composition II.....	3	0	3
	<hr/>	<hr/>	<hr/>
	16	2	17
SPRING QUARTER			
BUS 102—Beginning Typewriting*.....	3	2	4
BUS 116—Business Law.....	5	0	5
BUS 121—Principles of Accounting.....	5	2	6
ECO 203—Principles of Economics.....	3	0	3
ENG 224—Oral Communication.....	3	0	3
	<hr/>	<hr/>	<hr/>
	19	4	21
FALL QUARTER			
BUS 232—Sales Development.....	3	0	3
BUS 239—Marketing.....	5	0	5
EDP 204—Introduction to Data Processing— Business.....	3	2	4
ENG 123—Technical Writing.....	3	0	3
PSY 206—Applied Psychology.....	3	0	3
	<hr/>	<hr/>	<hr/>
	17	2	18
WINTER QUARTER			
BUS 123—Business Finance.....	5	0	5
BUS 229—Taxes.....	5	0	5
BUS 243—Advertising.....	3	2	4
POL 221—U.S. Government.....	3	0	3
	<hr/>	<hr/>	<hr/>
	16	2	17
SPRING QUARTER			
BUS 219—Credit Procedures.....	3	0	3
BUS 230—Taxes.....	5	0	5
BUS 235—Business Management.....	5	0	5
BUS 245—Retailing.....	3	0	3
BUS 272—Principles of Supervision.....	3	0	3
	<hr/>	<hr/>	<hr/>
	19	0	19

TOTAL QUARTER HOURS: 111

*Students may receive credit by successfully passing an examination.

DENTAL HYGIENE

The growing Dental Hygiene Profession offers one of the most attractive career opportunities in the health field. The person who enjoys working with people, who likes sciences, and who has good manual dexterity will find great satisfaction in pursuing a program in Dental Hygiene.

Those who choose Dental Hygiene as a profession will have the satisfaction of using their knowledge and skill to bring health and happiness to others. They will work as part of a highly trained dental team, maintain regular office hours, and achieve security through adequate financial reward.

The duties of a Dental Hygienist include the removal of deposits and stains from the teeth, the application of topical fluorides and other decay preventatives, dental health education and nutrition counseling. The Dental Hygienist will be responsible for exposing and processing dental x-ray films and assisting at chair side.

The Dental Hygienist must pass a state licensing examination in the state where the profession is to be practiced. Employment will be in general or speciality dental office practice, hospitals, public health, school systems, institutions, veterans installations, and schools of Dental Hygiene.

Special admission requirements in addition to the regular college requirements:

1. High school Chemistry and preferably have pursued the College Preparatory curriculum including Biology and two units of mathematics.
2. Record of the Dental Hygiene Aptitude Test Scores as submitted by the American Dental Hygienists' Association.
3. Personal interview by members of the Admissions Committee.

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental related course. A student will be suspended from the Dental Hygiene program if a grade of less than "C" is earned in a dental related course (DEN) of three quarter hour credits, or more. A student who has earned less than a "C" grade in two dental related (DEN) courses each of which is less than three quarter hour credits will be suspended.

DENTAL HYGIENE

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BIO 121—Human Anatomy & Physiology I.....	3	3	4
CHE 104—Inorganic Chemistry	3	3	4
DEN 101—Oral Anatomy I	2	3	3
DEN 111—Preclinical Dental Hygiene	3	9	6
ENG 101—English Composition	3	0	3
	—	—	—
	14	18	20
WINTER QUARTER			
BIO 122—Human Anatomy & Physiology II.....	3	3	4
CHE 105—Organic Chemistry	3	3	4
DEN 102—Oral Anatomy II	4	0	4
DEN 112—Clinical Dental Hygiene I	2	9	5
DEN 135—Dental Health Education	2	0	2
ENG 102—English Composition	3	0	3
	—	—	—
	17	15	22
SPRING QUARTER			
BIO 123—Introduction to Microbiology.....	3	3	4
CHE 106—Nutrition and Biochemistry	4	0	4
DEN 113—Clinical Dental Hygiene II.....	2	9	5
DEN 121—General & Oral Pathology	3	0	3
PSY 201—Introduction to Psychology	5	0	5
	—	—	—
	17	12	21
SUMMER QUARTER (5½ WEEKS)			
DEN 212—Dental Radiology I	2	6	2
DEN 214—Clinical Dental Hygiene III.....	2	12	3
DEN 255—Dental Pharmacology	4	0	2
	—	—	—
	8	18	7
FALL QUARTER			
DEN 204—Chairside Assisting	0	3	1
DEN 213—Dental Radiology II	1	0	1
DEN 215—Clinical Dental Hygiene IV.....	2	12	6
DEN 222—Periodontology I	2	0	2
DEN 225—Dental Specialties	2	0	2
DEN 234—Dental Materials	2	3	3
	—	—	—
	9	18	15
WINTER QUARTER			
DEN 125—First Aid and Dental Emergencies.....	1	2	2
DEN 205—Dental Hygiene Seminar	2	0	2
DEN 216—Clinical Dental Hygiene V.....	1	12	5
DEN 223—Periodontology II	2	0	2
DEN 226—Community Dentistry I.....	2	3	3
ENG 103—English Composition	3	0	3
	—	—	—
	11	17	17

SPRING QUARTER

DEN 217—Clinical Dental Hygiene VI	1	12	5
DEN 227—Community Dentistry II	0	3	1
DEN 228—Office Management	2	0	2
DEN 229—Dental Ethics & Jurisprudence	2	0	2
SOC 201—Introduction to Sociology	5	0	5
SPH 201—Fundamentals of Speech	3	0	3
	<hr/>	<hr/>	<hr/>
	13	15	18

TOTAL QUARTER HOURS: 120

ELECTRONIC DATA PROCESSING

This curriculum is designed to give the student (1) an understanding of the principles of business operation and/or scientific techniques in problem solving, (2) experience in handling computers and in using programming techniques to solve assigned problems, (3) facility in using specialized problem-solving techniques where necessary, (4) ability to properly document his work and to communicate efficiently with concerned personnel.

The data processing specialist applies programming techniques which are compatible with his computer to define problems with minimum supervision. The student analyses and defines system requirements to develop a program for electronic data processing; conducts detailed analyses of systems requirements; develops all levels of block diagrams and logical flow charts; translates program details into coded instructions; establishes test data; tests, refines, and revises programs and documents procedures. The student ascertains if other combinations of instructions would achieve greater flexibility, better machine utilization, or more dependable results. He or she may prepare a complete set of operating instructions for use by a console operator; on occasion, operates the console in processing program.



ELECTRONIC DATA PROCESSING

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
ECO 201—Principles of Economics	3	0	3
EDP 104—Introduction to Data Processing Systems .	5	2	6
ENG 121—Grammar and Composition I	3	0	3
MAT 102—College Algebra.....	5	0	5
	—	—	—
	16	2	17
WINTER QUARTER			
BUS 120—Principles of Accounting	5	2	6
EDP 202—Cobol I	2	4	4
ENG 122—Grammar and Composition II.....	3	0	3
MAT 107—Electronic Data Processing Mathematics .	5	0	5
	—	—	—
	15	6	18
SPRING QUARTER			
BUS 121—Principles of Accounting	5	2	6
EDP 105—Assembly Language I	3	4	5
EDP 210—Cobol II	2	4	4
ENG 123—Technical Writing.....	3	0	3
	—	—	—
	13	10	18
FALL QUARTER			
BUS 226—Cost Accounting	5	0	5
EDP 211—Cobol III.....	2	4	4
EDP 224—Report Program Generator	3	2	4
MAT 250—Introductory Statistics	4	2	5
	—	—	—
	14	8	18
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 229—Taxes.....	5	0	5
EDP 212—Cobol IV.....	2	4	4
EDP 215—Operating Systems	3	2	4
	—	—	—
	15	6	18
SPRING QUARTER			
BUS 235—Business Management	5	0	5
EDP 220—Introduction to Systems Analysis	3	2	4
EDP 223—Field Project.....	2	8	5
EDP 225—Report Program Generator	3	2	4
PSY 206—Applied Psychology	3	0	3
	—	—	—
	16	12	21

TOTAL QUARTER HOURS: 110

EXECUTIVE SECRETARY

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. The graduate may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.



EXECUTIVE SECRETARY

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
ENG 100—Secretarial Grammar	3	0	3
	—	—	—
	14	4	16
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 110—Office Machines	2	2	3
ENG 124—Secretarial Composition	3	0	3
MAT 110—Business Mathematics	5	0	5
	—	—	—
	16	6	19
SPRING QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 108—Advanced Shorthand	3	2	4
BUS 134—Personal Development	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communications	3	0	3
	—	—	—
	15	6	18
FALL QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
BUS 206E—Dictation & Transcription	3	2	4
EDP 204—Introduction to Data Processing— Business	3	2	4
ENG 226—Business Communications	3	0	3
Social Science Elective	3	0	3
	—	—	—
	14	6	17
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 118—Secretarial Accounting	5	2	6
BUS 205E—Technical Typewriting II	2	2	3
BUS 207E—Dictation & Transcription	3	2	4
	—	—	—
	15	6	18
SPRING QUARTER			
BUS 112—Records Management	3	0	3
BUS 208E—Dictation & Transcription	3	2	4
BUS 212—Transcription Machines I	3	0	3
BUS 214—Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
	—	—	—
	15	4	17

TOTAL QUARTER HOURS: 105

*Students may receive credit by successfully passing an examination

GENERAL OFFICE TECHNOLOGY

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. The necessary secretarial skills in typing, machine transcription, and terminology are supplemented by related courses in mathematics, business law, personal development, economics, and psychology.

Examples of opportunities available to the graduate of the General Office Technology curriculum are receptionist, clerk-typist, bookkeeper, file clerk, machine transcriptionist, and a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101 —Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	3	2	4
ENG 100—Secretarial Grammar	3	0	3
MAT 110—Business Mathematics	5	0	5
	—	—	—
	16	2	17
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 110—Office Machines	2	2	3
BUS 183E—Terminology & Vocabulary	3	0	3
ECO 108—Consumer Economics	3	0	3
ENG 124—Secretarial Composition	3	0	3
	—	—	—
	14	4	16
SPRING QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 112—Records Management	3	0	3
BUS 134—Personal Development	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communication	3	0	3
	—	—	—
	15	4	17
FALL QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
EDP 204—Introduction to Data Processing— Business	3	2	4
ENG 226—Business Communication	3	0	3
PSY 206—Applied Psychology	3	0	3
Business Elective	3	0	3
	—	—	—
	14	4	16
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 205E—Technical Typewriting II	2	2	3
BUS 212—Transcription Machines I	3	0	3
BUS 220—Recordkeeping I	5	2	6
Social Science Elective	3	0	3
	—	—	—
	18	4	20
SPRING QUARTER			
BUS 213—Transcription Machines II	3	0	3
BUS 216—Office Practicum	3	12	7
BUS 221—Recordkeeping II	5	2	6
	—	—	—
	11	14	16

TOTAL QUARTER HOURS: 102

*Students may receive credit by successfully completing an examination.

LEGAL SECRETARY

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession and to enable persons to become proficient soon after employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.



LEGAL SECRETARY

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introduction to Business	5	0	5
BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
ENG 100—Secretarial Grammar	3	0	3
	—	—	—
	14	4	16
WINTER QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 110—Office Machines	2	2	3
ENG 124—Secretarial Composition	3	0	3
MAT 110—Business Mathematics	5	0	5
	—	—	—
	16	6	19
SPRING QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 108—Advanced Shorthand	3	2	4
BUS 134—Personal Development	3	0	3
BUS 183L—Legal Terminology	3	0	3
BUS 211—Office Procedures	3	2	4
ENG 224—Oral Communication	3	0	3
	—	—	—
	18	6	21
FALL QUARTER			
BUS 204L—Technical Typewriting I	2	2	3
BUS 206L—Dictation & Transcription	3	2	4
EDP 204—Introduction to Data Processing— Business	3	2	4
ENG 226—Business Communciation	3	0	3
Social Science Elective	3	0	3
	—	—	—
	14	6	17
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 118—Secretarial Accounting	5	2	6
BUS 205L—Technical Typewriting II	2	2	3
BUS 207L—Dictation & Transcription	3	2	4
	—	—	—
	15	6	18
SPRING QUARTER			
BUS 112—Records Management	3	0	3
BUS 208L—Dictation & Transcription	3	2	4
BUS 212L—Legal Transcription Machines I	3	0	3
BUS 214L—Legal Office Simulation	3	2	4
PSY 206—Applied Psychology	3	0	3
	—	—	—
	15	4	17

TOTAL QUARTER HOURS: 108

*Students may receive credit by successfully passing an examination.

MARKETING AND RETAILING

Marketing and retailing technology is a program of instruction in distributive education which teaches students the techniques of marketing, management, and distribution which are used in many businesses. The program is designed to give the student a chance to learn the theoretical, as well as practical aspects of distributive occupations at the mid-management level. Distributive occupations are those followed by workers engaged in marketing or merchandising activities or in contact with buyers and sellers when (1) distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry or selling services, or (2) managing, operating, or conducting retail, wholesale, or service businesses. Distribution pertains to business and industrial goods as well as to consumer goods, and to business and consumer services. Distributive occupations are many and diverse, ranging from stock clerk to the head of a giant distribution-oriented corporation. Thus there are hundreds of entry occupations in this field.

The graduate of the Marketing and Retailing Technology curriculum may enter a variety of career opportunities from beginning sales person to a manager trainee. Opportunities are available in the following type institutions: retailing, wholesaling, manufacturing, and others such as Hotel, Motel, Transportation, Finance, Insurance, and other institutions that are performing the market functions such as buying, management, and marketing (export, industrial, credit operations, and sales promotion).



MARKETING AND RETAILING

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introduction to Business.....	5	0	5
BUS 110—Office Machines.....	2	2	3
ECO 201—Principles of Economics.....	3	0	3
ENG 121—Grammar and Composition I.....	3	0	3
MAT 110—Business Mathematics.....	5	0	5
	—	—	—
	18	2	19
WINTER QUARTER			
BUS 115—Business Law.....	5	0	5
BUS 120—Principles of Accounting.....	5	2	6
ECO 202—Principles of Economics.....	3	0	3
ENG 122—Grammar and Composition II.....	3	0	3
	—	—	—
	16	2	17
SPRING QUARTER			
BUS 116—Business Law.....	5	0	5
BUS 121—Principles of Accounting.....	5	2	6
BUS 245—Retailing.....	3	0	3
ECO 203—Principles of Economics.....	3	0	3
ENG 224—Oral Communication.....	3	0	3
	—	—	—
	19	2	20
FALL QUARTER			
BUS 232—Sales Development.....	3	0	3
BUS 239—Marketing.....	5	0	5
BUS 249—Retail Merchandising Management.....	3	0	3
EDP 204—Introduction to Data Processing— Business.....	3	2	4
ENG 123—Technical Writing.....	3	0	3
	—	—	—
	17	2	18
WINTER QUARTER			
BUS 123—Business Finance.....	5	0	5
BUS 243—Advertising.....	3	2	4
BUS 260—Commercial Display and Design.....	2	2	3
BUS 262—Fashion in Retailing.....	3	0	3
POL 221—U.S. Government.....	3	0	3
	—	—	—
	16	4	18
SPRING QUARTER			
BUS 219—Credit Procedures.....	3	0	3
BUS 247—Business Insurance.....	3	0	3
BUS 268—Marketing and Retailing Internship.....	1	9	4
BUS 272—Principles of Supervision.....	3	0	3
PSY 206—Applied Psychology.....	3	0	3
	—	—	—
	13	9	16

TOTAL QUARTER HOURS: 108

MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology Program is designed to prepare selected students for employment upon graduation and certification as Medical Laboratory Technicians. Positions for Medical Laboratory Technicians are available in hospital laboratories, private laboratories, physician's office laboratories, health department laboratories, and industrial medical laboratories. The student's skills should enable him or her to function efficiently in such areas of the medical laboratory as chemistry, microbiology, serology, urinalysis, hematology, and blood banking.

The Medical Laboratory Technology Program has been developed as a seven and one half ($7\frac{1}{2}$) quarter curriculum. The first five (5) quarters are composed of general academic and medical laboratory courses. There are two and one half ($2\frac{1}{2}$) quarters composed of clinical experience in one or more hospitals in the area.

Applicants to the program must be high school graduates or hold high school equivalency. Preference will be given to applicants with high school preparation in chemistry and mathematics. The applicant must be of good physical health as shown by a complete physical examination, including chest X-ray and immunizations, and a dental examination; a satisfactory interview with admission committee; and satisfactory performance on the Comparative Guidance Placement Examination.

Any student who receives a final grade lower than C in any of the Medical Laboratory courses must obtain permission from the program director to continue in the curriculum.

Upon satisfactory completion of the seven and one half ($7\frac{1}{2}$) quarter program, the graduate will be awarded the (AAS) Degree in Medical Laboratory Technology, and be eligible to take MLT, ASCP Registry examination for national certification.



MEDICAL LABORATORY TECHNOLOGY

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
CHE 101—General Chemistry I	3	3	4
ENG 101—English Composition	3	0	3
MAT 100—Contemporary College Math I*	5	0	5
PSY 201—Introduction to Psychology	5	0	5
	—	—	—
	16	3	17
WINTER QUARTER			
BIO 121—Anatomy & Physiology I.....	3	3	4
BIO 123—Introduction to Microbiology.....	3	3	4
CHE 102—General Chemistry II.....	3	3	4
ENG 102—English Composition	3	0	3
	—	—	—
	12	9	15
SPRING QUARTER			
BIO 122—Anatomy & Physiology II.....	3	3	4
CHE 103—General Chemistry III.....	3	3	4
MLT 101—Introduction to Clinical Laboratory	2	4	4
MLT 103—Urinalysis	2	6	4
	—	—	—
	10	16	16
SUMMER QUARTER			
MLT 102—Hematology II	3	6	5
MLT 105—Serology	3	3	4
MLT 202—Clinical Chemistry I.....	3	3	4
MLT 207—Clinical Microbiology I	3	4	5
	—	—	—
	12	16	18
FALL QUARTER			
MLT 201—Hematology II	3	6	5
MLT 204—Clinical Chemistry II.....	5	6	7
MLT 208—Clinical Microbiology II	3	2	4
MLT 210—Immunohematology	2	3	3
	—	—	—
	13	17	19
WINTER QUARTER			
MLT 218—Clinical Practice**	0	40	13
	—	—	—
	0	40	13
SPRING QUARTER			
MLT 220—Clinical Practice**	0	40	13
	—	—	—
	0	40	13
SUMMER QUARTER (ONE SPLIT SUMMER SESSION)			
MLT 222—Clinical Practice**	0	40	7
	—	—	—
	0	40	7

TOTAL QUARTER HOURS: 118

*MAT 102 College Algebra may be substituted for MAT 100 Contemporary College Math I.

**MLT 218, 220 and 222 Clinical Practice (Onslow Memorial Hospital, Craven County Hospital, U.S. Naval Hospital, Cape Fear Memorial Hospital, and Lenoir Memorial Hospital.

Note: The Clinical Practice will consist of 24 weeks in the following areas

Hematology	4 weeks	Urinalysis	2 weeks
Microbiology	6 weeks	Serology	2 weeks
Chemistry	6 weeks	Blood Bank	4 weeks

MEDICAL SECRETARY

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

MEDICAL SECRETARY

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	101—Introduction to Business	5	0	5
BUS	102—Beginning Typewriting*	3	2	4
BUS	106—Beginning Shorthand*	3	2	4
ENG	100—Secretarial Grammar	3	0	3
		—	—	—
		14	4	16
WINTER QUARTER				
BUS	103—Intermediate Typewriting	3	2	4
BUS	107—Intermediate Shorthand	3	2	4
BUS	110—Office Machines	2	2	3
ENG	124—Secretarial Composition	3	0	3
MAT	110—Business Mathematics	5	0	5
		—	—	—
		16	6	19
SPRING				
BUS	104—Advanced Typewriting	3	2	4
BUS	108—Advanced Shorthand	3	2	4
BUS	134—Personal Development	3	0	3
BUS	183M—Medical Terminology & Vocabulary....	3	0	3
BUS	211—Office Procedures	3	2	4
ENG	224—Oral Communication	3	0	3
		—	—	—
		18	6	21
FALL QUARTER				
BUS	204M—Technical Typewriting I	2	2	3
BUS	206M—Dictation & Transcription	3	2	4
BUS	284M—Medical Terminology & Vocabulary....	3	0	3
EDP	204—Introduction to Data Processing— Business	3	2	4
ENG	226—Business Communication	3	0	3
		—	—	—
		14	6	17
WINTER QUARTER				
BUS	115—Business Law	5	0	5
BUS	118—Secretarial Accounting	5	2	6
BUS	205M—Medical Insurance Billing	2	2	3
BUS	207M—Dictation & Transcription	3	2	4
	Social Science Elective	3	0	3
		—	—	—
		18	6	21
SPRING QUARTER				
BUS	112—Records Management	3	0	3
BUS	208M—Dictation & Transcription	3	2	4
BUS	212M—Medical Transcription Machines I	3	0	3
BUS	214M—Medical Office Simulation	3	2	4
PSY	206—Applied Psychology	3	0	3
		—	—	—
		15	4	17

TOTAL QUARTER HOURS: 111

*Students may receive credit by successfully passing an examination.

POLICE SCIENCE

Today's law enforcement officer must be knowledgeable in many areas in order to function effectively in our complex society. The student is expected to handle matters dealing with human relations, often handled by those trained in the behavioral sciences, he or she frequently has to act in legal matters requiring trained law personnel; he or she must be skilled in the most recent operational techniques in order to insure equality of justice to all.

To this end, the Police Science Program is dedicated to the purpose of developing proficiency in both preservice high school graduates and in-service law enforcement personnel. Its development is based on present and future educational needs. It offers theoretical and practical instruction to meet the requirements of various law enforcement agencies and provides the student with the skills, knowledge, and attitudes necessary for employment in the law enforcement profession.

There is an increasing demand for properly trained law enforcement officers in industry, municipal, county, state and federal agencies; and there is every reason to believe that the highly trained law enforcement officer will find challenging opportunities with public and private law enforcement services.

Law enforcement is that important division of government which is assigned the power and responsibility to maintain order and enforce law. Its basic functions may be classified as prevention of crime, suppression of criminal activity, apprehension of offenders, preservation of the peace, regulation of noncriminal conduct, and the protection of life and property.

To the original and primary police functions of preserving the peace and maintaining law and order, the ever widening scope of government activity has added a host of other duties to the various law enforcement agencies, ranging from the regulation of traffic and the suppression of vice to the enforcement of minor laws and ordinances that regulate the minutiae of business and private life in a modern society.

POLICE SCIENCE

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER:			
BUS 102—Beginning Typewriting*	3	2	4
MAT 100—Contemporary College Math I	5	0	5
PSC 101—Introduction to Police Science	5	0	5
PSC 110—Juvenile Delinquency	3	0	3
PSY 206—Applied Psychology	3	0	3
	—	—	—
	19	2	20
WINTER QUARTER			
ENG 121—Grammar and Composition I	3	0	3
HEA 102—First Aid and Safety	3	0	3
PSC 102—Introduction to Criminology	5	0	5
PSC 220—Police Organization and Administration..	3	0	3
SOC 202—Social Problems	5	0	5
	—	—	—
	19	0	19
SPRING QUARTER			
CHE 100—General Chemistry	3	3	4
ENG 122—Grammar and Composition II	3	0	3
POL 201—American Federal Government	5	0	5
PSC 112—Motor Vehicle Law	3	0	3
PSC 209—Interviews and Interrogations	3	2	4
	—	—	—
	17	5	19
FALL QUARTER			
POL 202—State and Local Government	5	0	5
PSC 113—Identification Techniques	3	2	4
PSC 115—Criminal Law	3	0	3
PSC 202—Police-Community Relations	3	0	3
PSC 221—Police Supervision	3	0	3
Elective	1	0	1
	—	—	—
	18	2	19
WINTER QUARTER			
ENG 224—Oral Communication	3	0	3
PSC 204—Police Photography	3	2	4
PSC 211—Introduction to Criminalistics	3	2	4
PSC 225—Criminal Procedure	2	0	2
Elective	1	0	1
	—	—	—
	12	4	14
SPRING QUARTER			
ENG 123—Technical Writing	3	0	3
PSC 205—Criminal Evidence	3	0	3
PSC 210—Criminal Investigation	3	2	4
PSC 240—Firearms and Defensive Tactics	3	2	4
Elective	3	0	3
	—	—	—
	15	4	17

TOTAL QUARTER HOURS: 108

*Students may receive credit by successfully passing an examination.

POLICE SCIENCE CURRICULUM

The following substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
PSY 201	Introduction to Psychology	PSY 206
ENG 101	English Composition	ENG 121
SOC 201	Introduction to Sociology	SOC 202
ENG 102	English Composition	ENG 122
CHE 101	General Chemistry I	CHE 100
ENG 103	English Composition	ENG 123
SPH 201	Fundamentals of Speech	ENG 224

The following course may be taken in lieu of other elective subjects.

PSC 103	Introduction to Corrections	5	0	5
PSC 104	Introduction to Security	3	0	3
PSC 250	Police Science Internship	0	9	3



SURVEYING TECHNOLOGY

The expanding construction industry needs up-to-date technically trained personnel. The objective of the Surveying Technology Program is to train technicians who will work with skilled craftsmen and engineers in performing the various functions included in the broad field of surveying. This curriculum provides the necessary basic background and related theory with specific skills needed in the surveying field. Basic surveying knowledge and skills are supplemented by courses in communicative skills, economics, industrial organization and management, and human relations.

An individual upon graduation from this program should qualify for various jobs such as Instrument Man, Party Chief, Notekeeper, Draftsman, or Inspector. These jobs are available through highway departments, city governments, U.S. Coast & Geodetic Survey Department, U.S. Army Corps of Engineers, N.C. Geodetic Survey Division of the Conservation and Development Department, and private engineering and surveying concerns.

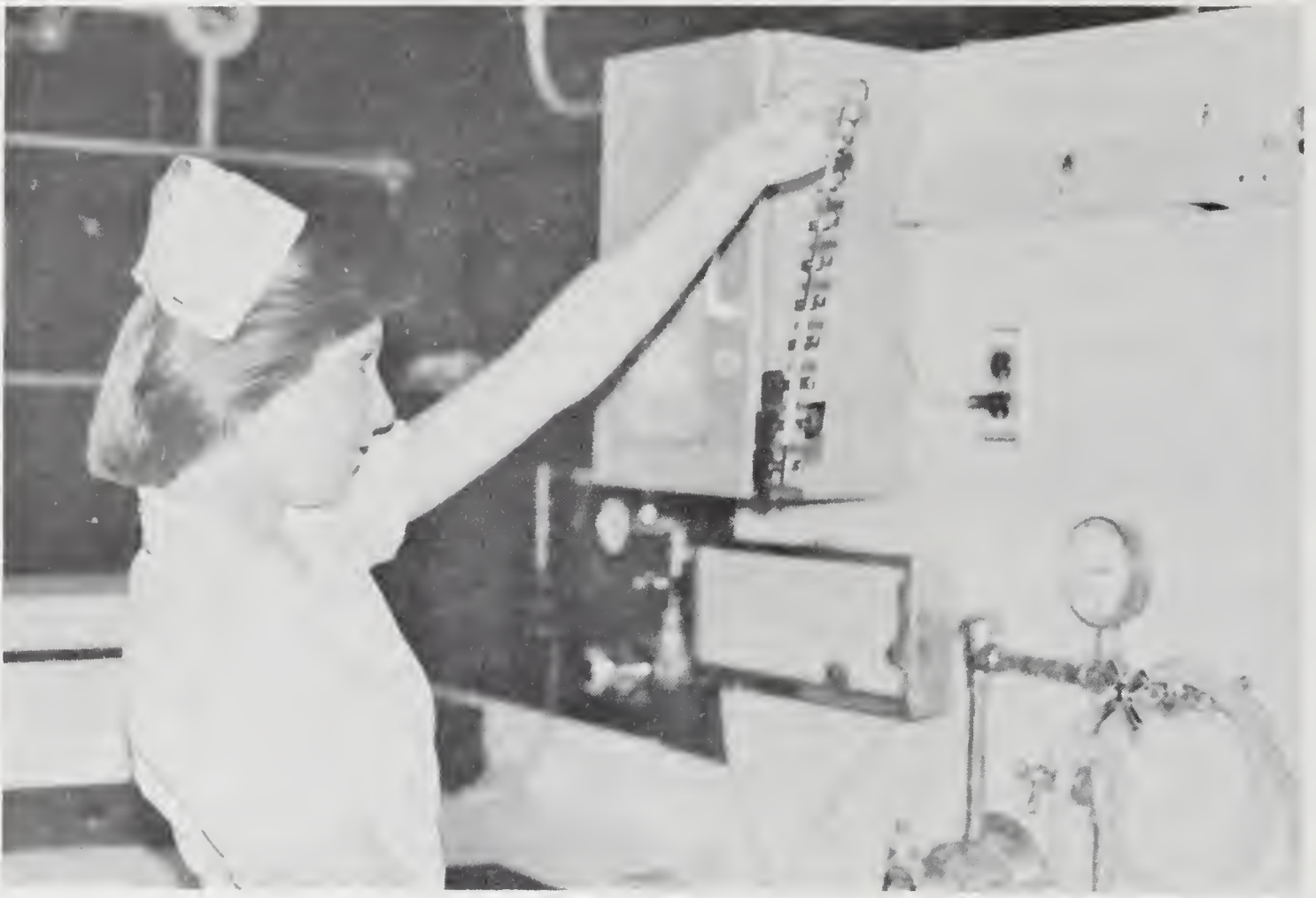
The Board of Registration for Professional Engineers and Land Surveyors of North Carolina accepts this surveying program toward the statutory experience requirements.



SURVEYING TECHNOLOGY

		Hours Per Week		Quarter Hours Credit
FALL QUARTER		Class	Lab	
CIV	101—Surveying I	2	6	4
CIV	121—Computations I	5	2	6
DFT	101—Technical Drafting	2	6	4
ENG	121—Grammar and Composition I	3	0	3
		—	—	—
		12	14	17
WINTER QUARTER				
CIV	102—Surveying II	2	6	4
ENG	122—Grammar and Composition II	3	0	3
MAT	102—College Algebra	5	0	5
PHY	121—Measurements & Mechanics	3	2	4
		—	—	—
		13	8	16
SPRING QUARTER				
CIV	103—Surveying III	2	6	4
CIV	123—Computations II	0	6	2
DFT	102—Civil Drafting	2	6	4
MAT	103—Trigonometry	5	0	5
PHY	122—Properties of Matter, Temperature, and Heat	3	2	4
		—	—	—
		12	20	19
SUMMER QUARTER				
CIV	104—Surveying IV	2	6	4
CIV	109—Surveying Law	5	0	5
MAT	201—Calculus and Analytical Geometry I	5	0	5
PHY	123—Thermodynamics, Waves, and Optics	3	2	4
		—	—	—
		15	8	18
FALL QUARTER				
CIV	211—Topographic Surveying	2	6	4
CIV	217—Construction Methods & Equipment	5	0	5
CIV	223—Codes, Contracts, & Specifications	2	0	2
CIV	228—Introduction to Drainage	2	3	3
ENG	123—Technical Writing	3	0	3
		—	—	—
		14	9	17
WINTER QUARTER				
CIV	212—Route Surveying	2	6	4
CIV	226—Properties of Highway Materials	5	6	7
CIV	229—Highway Drainage	2	3	3
ENG	224—Oral Communication	3	0	3
		—	—	—
		12	15	17
SPRING QUARTER				
CIV	114—Statics	5	0	5
CIV	213—Advanced Land Surveying	3	3	4
CIV	214—Mapping & Subdivision Planning	2	6	4
CIV	227—Construction of Roads & Pavements	2	3	3
CIV	230—Subdivision Drainage	2	3	3
		—	—	—
		14	15	19

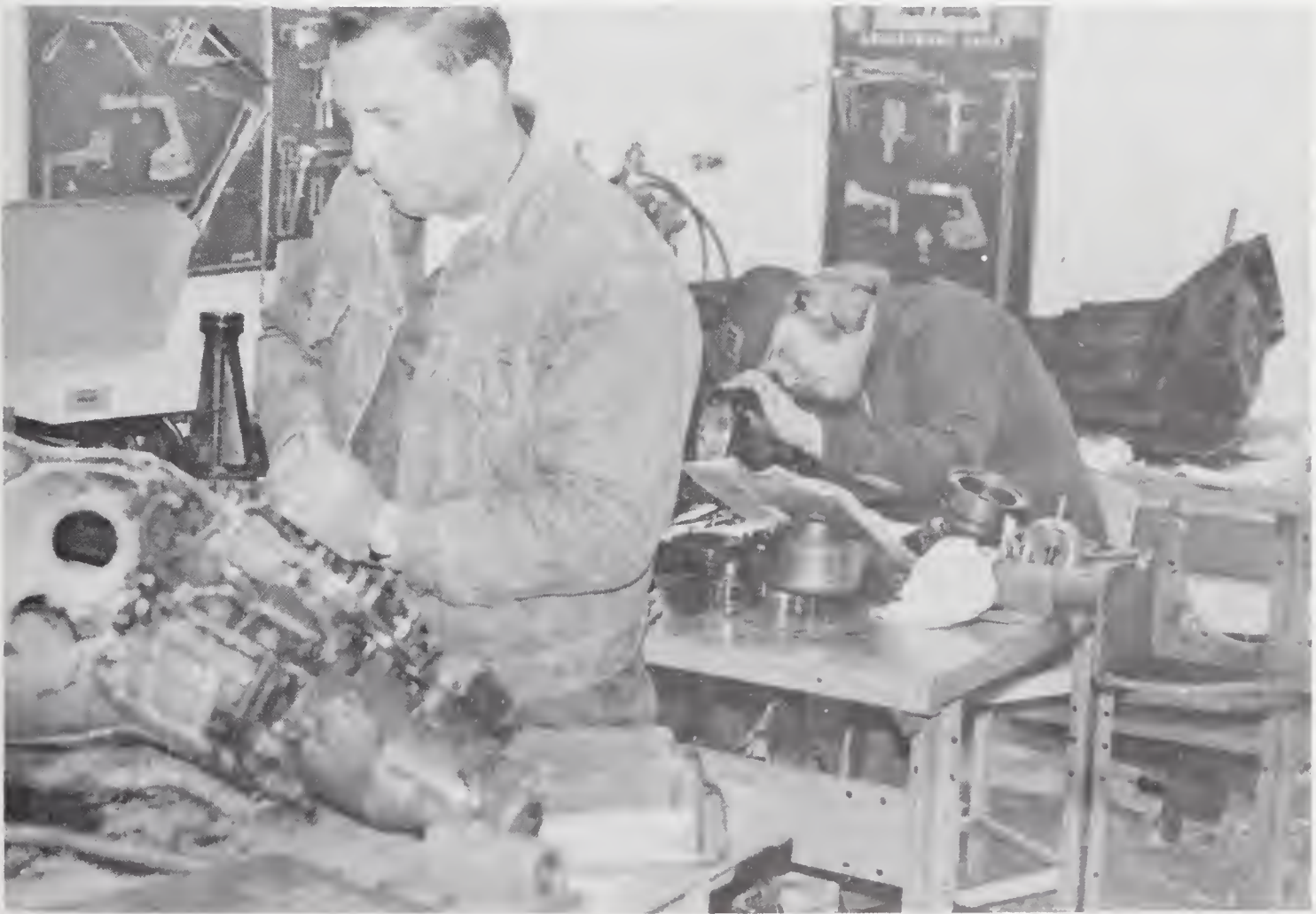
TOTAL QUARTER HOURS: 123



DIPLOMA PROGRAMS
OCCUPATIONAL DIVISION

The following curriculums in the Trade Division requires all students to purchase tools/uniforms and safety equipment. These requirements are mandatory for all students enrolled in these programs. Purchase of the tools/uniforms will be conducted by each department via the instructor and students.

Department	Requirements	Quarter Due
Auto-Body Repair	Tools/Uniforms	Fall
Auto Mechanics	Tools/Uniforms	Fall
Air Cond. & Refrig.	Tools	Fall/Winter/Spring
Drafting	Tools	Fall
Electrical	Tools	Fall/Summer
Electronics	Tools	Fall/Winter/Spring
Welding	Tools/Uniforms	Fall



AIR CONDITIONING AND REFRIGERATION

The present day demands from industry for qualified mechanical experts in all areas of air conditioning and refrigeration are greater than ever before. The curriculum given at Coastal Carolina Community College is designed to equip young men and women to help meet the needs of industry.

The program includes a comprehensive study of the theory and fundamentals of refrigeration, heating and air conditioning. The student is given an understanding of the functions of the mechanical equipment that is used. Emphasis is placed on manipulative skills, installation and service procedures as well as exercise and training in practical thinking.

Mathematics, English and Social Studies are included in this curriculum to better equip the student to take his proper place in society and industry.

The Air Conditioning and Refrigeration curriculum prepares graduates as installation and service mechanics. The student will have had training in pipe work, metal work and insulation and with experience should be able to progress to foreman or a supervisory position. Plant maintenance in industry and government provide attractive possibilities.

Students enrolled in the Air Conditioning and Refrigeration courses will be required to have a set of tools as listed by the instructor.

Tools listed in Group "A" will be used early in the First Quarter (Fall). Tools as listed in Group "B" will be required for the Second Quarter (Winter). Tools in Group "C" will be obtained no later than the Third Quarter (Spring).



AIR CONDITIONING AND REFRIGERATION

	Hours Per Week			Quarter Hours Credit
FALL QUARTER	Class	Lab	Shop	
AHR 1121—Fundamentals of Refrigeration I.....	5	0	6	7
ELC 1102—Basic Electricity	3	0	3	4
MAT 1101—Fundamentals of Mathematics.....	5	0	0	5
PHY 1105—Shop Science I	3	2	0	4
	16	2	9	20
WINTER QUARTER				
AHR 1122—Fundamentals of Refrigeration II.....	4	0	6	6
DFT 1181—Mechanical/Electrical Blueprints and Layouts.....	2	0	3	3
ELC 1114—Electric Motors and Controls	5	0	6	7
ENG 1102—Professional Communication I	3	0	0	3
	14	0	15	19
SPRING QUARTER				
AHR 1125—Principles of Environmental Control ...	9	0	6	11
AHR 1126—Sheet Metal I	3	0	3	4
ENG 1103—Professional Communication II	3	0	0	3
	15	0	9	18
SUMMER QUARTER				
AHR 1134—Sheet Metal II	3	0	3	4
AHR 1135—Control Systems	3	0	9	6
ECO 1105—Economics	3	0	0	3
WLD 1180—Basic Welding	2	0	4	3
	11	0	16	16
FALL QUARTER				
AHR 1127—Environmentals Systems Shop Practice I	6	0	12	10
ELC 1137 —National Electrical Code for Limited Restricted License	6	0	0	6
PSY 1101—Human Relations	3	0	0	3
	15	0	12	19
WINTER QUARTER				
AHR 1123—Commercial Refrigeration	6	0	9	9
AHR 1131—Environmentals Systems Shop Practice II	3	0	6	5
AHR 1138—N.C. Codes & Standards.....	6	0	0	6
	15	0	15	20
SPRING QUARTER				
AHR 1110—Fundamentals of Solar Heating.....	3	0	3	4
AHR 1132—Estimating & Contracting	5	2	0	6
AHR 1133—Environmentals Systems Shop Practice III	3	0	6	5
BUS 1103—Small Business Operations	3	0	0	3
	14	2	9	18

TOTAL QUARTER HOURS: 130

ARCHITECTURAL DRAFTING

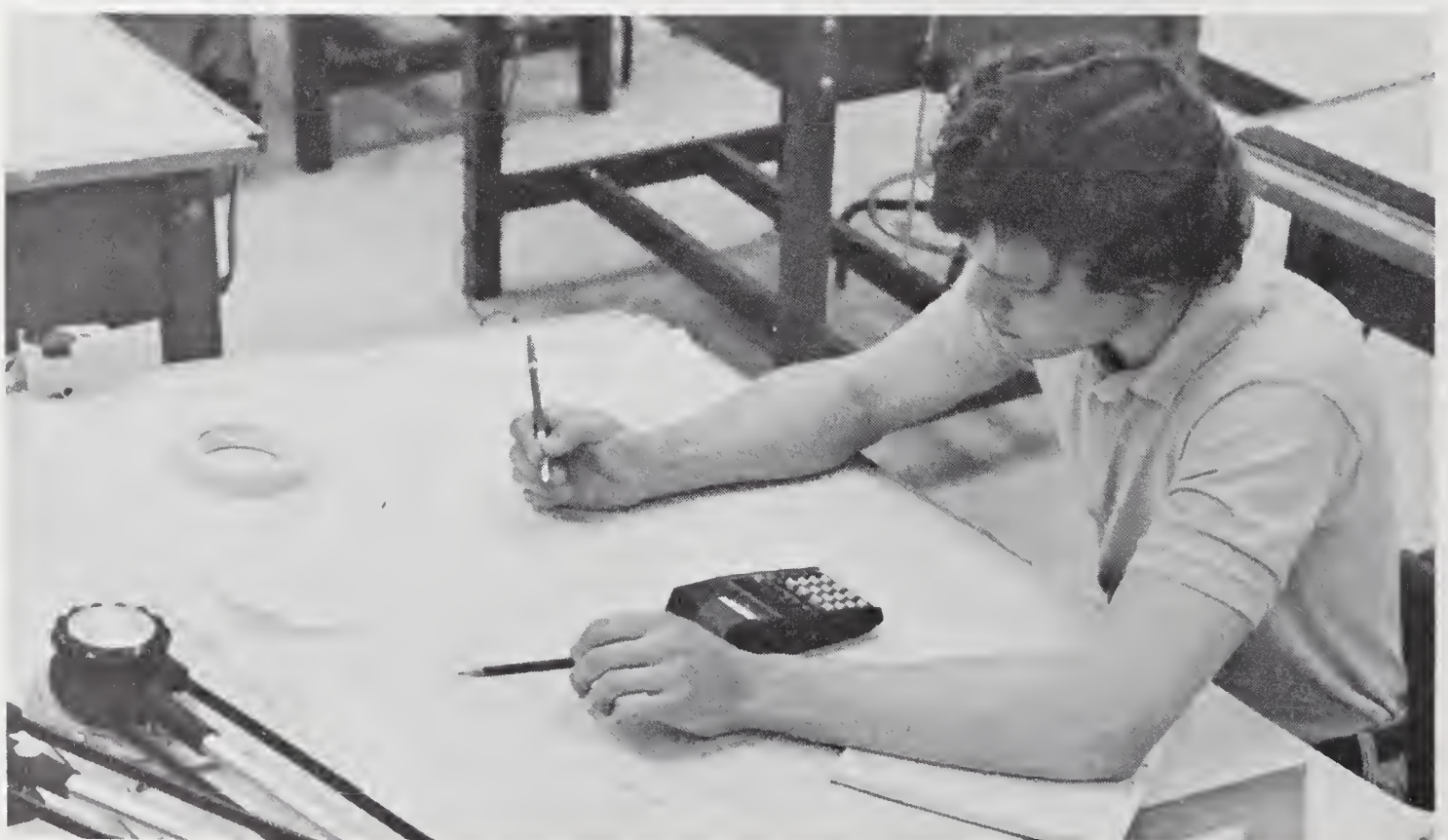
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Each course, arranged in sequence, is prepared to enable an individual to advance rapidly in drafting proficiency. The draftsman must be able to prepare clear, complete, and accurate working drawings for a variety of structures, from rough or detailed sketches. The draftsman is involved with establishing exact dimensions, determination of materials, relationships of one part to another and the relation of the various components to the whole structure.

In order to carry out these duties, the draftsman must possess skill in the use of drafting tools and instruments, making statistical charts, making finished designs and drawings from sketches. In addition, he or she must have an over-all knowledge of various principles, practices, and methods of construction, composition of materials and the complexities of the building industry in general.

It is not expected that the graduates be designers or artists but be competent "draftsmen" filling an important position in the construction industry. Their education would just begin with this curriculum.

The architectural drafting students are required to purchase certain drafting tools and supplies during the Fall Quarter as required by the instructor. All students will comply with this requirement.



MARKETING AND RETAILING

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introduction to Business.....	5	0	5
BUS 110—Office Machines.....	2	2	3
ECO 201—Principles of Economics.....	3	0	3
ENG 121—Grammar and Composition I.....	3	0	3
MAT 110—Business Mathematics.....	5	0	5
	—	—	—
	18	2	19
WINTER QUARTER			
BUS 115—Business Law.....	5	0	5
BUS 120—Principles of Accounting.....	5	2	6
ECO 202—Principles of Economics.....	3	0	3
ENG 122—Grammar and Composition II.....	3	0	3
	—	—	—
	16	2	17
SPRING QUARTER			
BUS 116—Business Law.....	5	0	5
BUS 121—Principles of Accounting.....	5	2	6
BUS 245—Retailing.....	3	0	3
ECO 203—Principles of Economics.....	3	0	3
ENG 224—Oral Communication.....	3	0	3
	—	—	—
	19	2	20
FALL QUARTER			
BUS 232—Sales Development.....	3	0	3
BUS 239—Marketing.....	5	0	5
BUS 249—Retail Merchandising Management.....	3	0	3
EDP 204—Introduction to Data Processing— Business.....	3	2	4
ENG 123—Technical Writing.....	3	0	3
	—	—	—
	17	2	18
WINTER QUARTER			
BUS 123—Business Finance.....	5	0	5
BUS 243—Advertising.....	3	2	4
BUS 260—Commercial Display and Design.....	2	2	3
BUS 262—Fashion in Retailing.....	3	0	3
POL 221—U.S. Government.....	3	0	3
	—	—	—
	16	4	18
SPRING QUARTER			
BUS 219—Credit Procedures.....	3	0	3
BUS 247—Business Insurance.....	3	0	3
BUS 268—Marketing and Retailing Internship.....	1	9	4
BUS 272—Principles of Supervision.....	3	0	3
PSY 206—Applied Psychology.....	3	0	3
	—	—	—
	13	9	16

TOTAL QUARTER HOURS: 108

MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology Program is designed to prepare selected students for employment upon graduation and certification as Medical Laboratory Technicians. Positions for Medical Laboratory Technicians are available in hospital laboratories, private laboratories, physician's office laboratories, health department laboratories, and industrial medical laboratories. The student's skills should enable him or her to function efficiently in such areas of the medical laboratory as chemistry, microbiology, serology, urinalysis, hematology, and blood banking.

The Medical Laboratory Technology Program has been developed as a seven and one half ($7\frac{1}{2}$) quarter curriculum. The first five (5) quarters are composed of general academic and medical laboratory courses. There are two and one half ($2\frac{1}{2}$) quarters composed of clinical experience in one or more hospitals in the area.

Applicants to the program must be high school graduates or hold high school equivalency. Preference will be given to applicants with high school preparation in chemistry and mathematics. The applicant must be of good physical health as shown by a complete physical examination, including chest X-ray and immunizations, and a dental examination; a satisfactory interview with admission committee; and satisfactory performance on the Comparative Guidance Placement Examination.

Any student who receives a final grade lower than C in any of the Medical Laboratory courses must obtain permission from the program director to continue in the curriculum.

Upon satisfactory completion of the seven and one half ($7\frac{1}{2}$) quarter program, the graduate will be awarded the (AAS) Degree in Medical Laboratory Technology, and be eligible to take MLT, ASCP Registry examination for national certification.



MEDICAL LABORATORY TECHNOLOGY

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
CHE 101—General Chemistry I	3	3	4
ENG 101—English Composition	3	0	3
MAT 100—Contemporary College Math I*	5	0	5
PSY 201—Introduction to Psychology	5	0	5
	—	—	—
	16	3	17
WINTER QUARTER			
BIO 121—Anatomy & Physiology I.....	3	3	4
BIO 123—Introduction to Microbiology.....	3	3	4
CHE 102—General Chemistry II.....	3	3	4
ENG 102—English Composition	3	0	3
	—	—	—
	12	9	15
SPRING QUARTER			
BIO 122—Anatomy & Physiology II.....	3	3	4
CHE 103—General Chemistry III.....	3	3	4
MLT 101—Introduction to Clinical Laboratory	2	4	4
MLT 103—Urinalysis	2	6	4
	—	—	—
	10	16	16
SUMMER QUARTER			
MLT 102—Hematology II	3	6	5
MLT 105—Serology	3	3	4
MLT 202—Clinical Chemistry I.....	3	3	4
MLT 207—Clinical Microbiology I	3	4	5
	—	—	—
	12	16	18
FALL QUARTER			
MLT 201—Hematology II	3	6	5
MLT 204—Clinical Chemistry II.....	5	6	7
MLT 208—Clinical Microbiology II	3	2	4
MLT 210—Immunohematology	2	3	3
	—	—	—
	13	17	19
WINTER QUARTER			
MLT 218—Clinical Practice**	0	40	13
	—	—	—
	0	40	13
SPRING QUARTER			
MLT 220—Clinical Practice**	0	40	13
	—	—	—
	0	40	13
SUMMER QUARTER (ONE SPLIT SUMMER SESSION)			
MLT 222—Clinical Practice**	0	40	7
	—	—	—
	0	40	7

TOTAL QUARTER HOURS: 118

*MAT 102 College Algebra may be substituted for MAT 100 Contemporary College Math I.

**MLT 218, 220 and 222 Clinical Practice (Onslow Memorial Hospital, Craven County Hospital, U.S. Naval Hospital, Cape Fear Memorial Hospital, and Lenoir Memorial Hospital.

Note: The Clinical Practice will consist of 24 weeks in the following areas

Hematology	4 weeks	Urinalysis	2 weeks
Microbiology	6 weeks	Serology	2 weeks
Chemistry	6 weeks	Blood Bank	4 weeks

MEDICAL SECRETARY

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

MEDICAL SECRETARY

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	101—Introduction to Business.....	5	0	5
BUS	102—Beginning Typewriting*.....	3	2	4
BUS	106—Beginning Shorthand*.....	3	2	4
ENG	100—Secretarial Grammar.....	3	0	3
		—	—	—
		14	4	16
WINTER QUARTER				
BUS	103—Intermediate Typewriting.....	3	2	4
BUS	107—Intermediate Shorthand.....	3	2	4
BUS	110—Office Machines.....	2	2	3
ENG	124—Secretarial Composition.....	3	0	3
MAT	110—Business Mathematics.....	5	0	5
		—	—	—
		16	6	19
SPRING				
BUS	104—Advanced Typewriting.....	3	2	4
BUS	108—Advanced Shorthand.....	3	2	4
BUS	134—Personal Development.....	3	0	3
BUS	183M—Medical Terminology & Vocabulary....	3	0	3
BUS	211—Office Procedures.....	3	2	4
ENG	224—Oral Communication.....	3	0	3
		—	—	—
		18	6	21
FALL QUARTER				
BUS	204M—Technical Typewriting I.....	2	2	3
BUS	206M—Dictation & Transcription.....	3	2	4
BUS	284M—Medical Terminology & Vocabulary....	3	0	3
EDP	204—Introduction to Data Processing— Business.....	3	2	4
ENG	226—Business Communication.....	3	0	3
		—	—	—
		14	6	17
WINTER QUARTER				
BUS	115—Business Law.....	5	0	5
BUS	118—Secretarial Accounting.....	5	2	6
BUS	205M—Medical Insurance Billing.....	2	2	3
BUS	207M—Dictation & Transcription.....	3	2	4
	Social Science Elective.....	3	0	3
		—	—	—
		18	6	21
SPRING QUARTER				
BUS	112—Records Management.....	3	0	3
BUS	208M—Dictation & Transcription.....	3	2	4
BUS	212M—Medical Transcription Machines I.....	3	0	3
BUS	214M—Medical Office Simulation.....	3	2	4
PSY	206—Applied Psychology.....	3	0	3
		—	—	—
		15	4	17

TOTAL QUARTER HOURS: 111

*Students may receive credit by successfully passing an examination.

POLICE SCIENCE

Today's law enforcement officer must be knowledgeable in many areas in order to function effectively in our complex society. The student is expected to handle matters dealing with human relations, often handled by those trained in the behavioral sciences, he or she frequently has to act in legal matters requiring trained law personnel; he or she must be skilled in the most recent operational techniques in order to insure equality of justice to all.

To this end, the Police Science Program is dedicated to the purpose of developing proficiency in both preservice high school graduates and in-service law enforcement personnel. Its development is based on present and future educational needs. It offers theoretical and practical instruction to meet the requirements of various law enforcement agencies and provides the student with the skills, knowledge, and attitudes necessary for employment in the law enforcement profession.

There is an increasing demand for properly trained law enforcement officers in industry, municipal, county, state and federal agencies; and there is every reason to believe that the highly trained law enforcement officer will find challenging opportunities with public and private law enforcement services.

Law enforcement is that important division of government which is assigned the power and responsibility to maintain order and enforce law. Its basic functions may be classified as prevention of crime, suppression of criminal activity, apprehension of offenders, preservation of the peace, regulation of noncriminal conduct, and the protection of life and property.

To the original and primary police functions of preserving the peace and maintaining law and order, the ever widening scope of government activity has added a host of other duties to the various law enforcement agencies, ranging from the regulation of traffic and the suppression of vice to the enforcement of minor laws and ordinances that regulate the minutiae of business and private life in a modern society.

POLICE SCIENCE

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER:				
BUS	102—Beginning Typewriting*	3	2	4
MAT	100—Contemporary College Math I	5	0	5
PSC	101—Introduction to Police Science	5	0	5
PSC	110—Juvenile Delinquency	3	0	3
PSY	206—Applied Psychology	3	0	3
		—	—	—
		19	2	20
WINTER QUARTER				
ENG	121—Grammar and Composition I	3	0	3
HEA	102—First Aid and Safety	3	0	3
PSC	102—Introduction to Criminology	5	0	5
PSC	220—Police Organization and Administration..	3	0	3
SOC	202—Social Problems	5	0	5
		—	—	—
		19	0	19
SPRING QUARTER				
CHE	100—General Chemistry	3	3	4
ENG	122—Grammar and Composition II	3	0	3
POL	201—American Federal Government	5	0	5
PSC	112—Motor Vehicle Law	3	0	3
PSC	209—Interviews and Interrogations	3	2	4
		—	—	—
		17	5	19
FALL QUARTER				
POL	202—State and Local Government	5	0	5
PSC	113—Identification Techniques	3	2	4
PSC	115—Criminal Law	3	0	3
PSC	202—Police-Community Relations	3	0	3
PSC	221—Police Supervision	3	0	3
	Elective	1	0	1
		—	—	—
		18	2	19
WINTER QUARTER				
ENG	224—Oral Communication	3	0	3
PSC	204—Police Photography	3	2	4
PSC	211—Introduction to Criminalistics	3	2	4
PSC	225—Criminal Procedure	2	0	2
	Elective	1	0	1
		—	—	—
		12	4	14
SPRING QUARTER				
ENG	123—Technical Writing	3	0	3
PSC	205—Criminal Evidence	3	0	3
PSC	210—Criminal Investigation	3	2	4
PSC	240—Firearms and Defensive Tactics	3	2	4
	Elective	3	0	3
		—	—	—
		15	4	17

TOTAL QUARTER HOURS: 108

*Students may receive credit by successfully passing an examination.

POLICE SCIENCE CURRICULUM

The following substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
PSY 201	Introduction to Psychology	PSY 206
ENG 101	English Composition	ENG 121
SOC 201	Introduction to Sociology	SOC 202
ENG 102	English Composition	ENG 122
CHE 101	General Chemistry I	CHE 100
ENG 103	English Composition	ENG 123
SPH 201	Fundamentals of Speech	ENG 224

The following course may be taken in lieu of other elective subjects.

PSC 103	Introduction to Corrections	5	0	5
PSC 104	Introduction to Security	3	0	3
PSC 250	Police Science Internship	0	9	3



SURVEYING TECHNOLOGY

The expanding construction industry needs up-to-date technically trained personnel. The objective of the Surveying Technology Program is to train technicians who will work with skilled craftsmen and engineers in performing the various functions included in the broad field of surveying. This curriculum provides the necessary basic background and related theory with specific skills needed in the surveying field. Basic surveying knowledge and skills are supplemented by courses in communicative skills, economics, industrial organization and management, and human relations.

An individual upon graduation from this program should qualify for various jobs such as Instrument Man, Party Chief, Notekeeper, Draftsman, or Inspector. These jobs are available through highway departments, city governments, U.S. Coast & Geodetic Survey Department, U.S. Army Corps of Engineers, N.C. Geodetic Survey Division of the Conservation and Development Department, and private engineering and surveying concerns.

The Board of Registration for Professional Engineers and Land Surveyors of North Carolina accepts this surveying program toward the statutory experience requirements.



SURVEYING TECHNOLOGY

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FALL QUARTER			
CIV 101—Surveying I	2	6	4
CIV 121—Computations I	5	2	6
DFT 101—Technical Drafting	2	6	4
ENG 121—Grammar and Composition I	3	0	3
	—	—	—
	12	14	17
WINTER QUARTER			
CIV 102—Surveying II	2	6	4
ENG 122—Grammar and Composition II.....	3	0	3
MAT 102—College Algebra.....	5	0	5
PHY 121—Measurements & Mechanics	3	2	4
	—	—	—
	13	8	16
SPRING QUARTER			
CIV 103—Surveying III	2	6	4
CIV 123—Computations II.....	0	6	2
DFT 102—Civil Drafting.....	2	6	4
MAT 103—Trigonometry	5	0	5
PHY 122—Properties of Matter, Temperature, and Heat.....	3	2	4
	—	—	—
	12	20	19
SUMMER QUARTER			
CIV 104—Surveying IV	2	6	4
CIV 109—Surveying Law	5	0	5
MAT 201—Calculus and Analytical Geometry I.....	5	0	5
PHY 123—Thermodynamics, Waves, and Optics.....	3	2	4
	—	—	—
	15	8	18
FALL QUARTER			
CIV 211—Topographic Surveying.....	2	6	4
CIV 217—Construction Methods & Equipment	5	0	5
CIV 223—Codes, Contracts, & Specifications	2	0	2
CIV 228—Introduction to Drainage	2	3	3
ENG 123—Technical Writing.....	3	0	3
	—	—	—
	14	9	17
WINTER QUARTER			
CIV 212—Route Surveying	2	6	4
CIV 226—Properties of Highway Materials	5	6	7
CIV 229—Highway Drainage.....	2	3	3
ENG 224—Oral Communication	3	0	3
	—	—	—
	12	15	17
SPRING QUARTER			
CIV 114—Statics.....	5	0	5
CIV 213—Advanced Land Surveying	3	3	4
CIV 214—Mapping & Subdivision Planning.....	2	6	4
CIV 227—Construction of Roads & Pavements.....	2	3	3
CIV 230—Subdivision Drainage	2	3	3
	—	—	—
	14	15	19

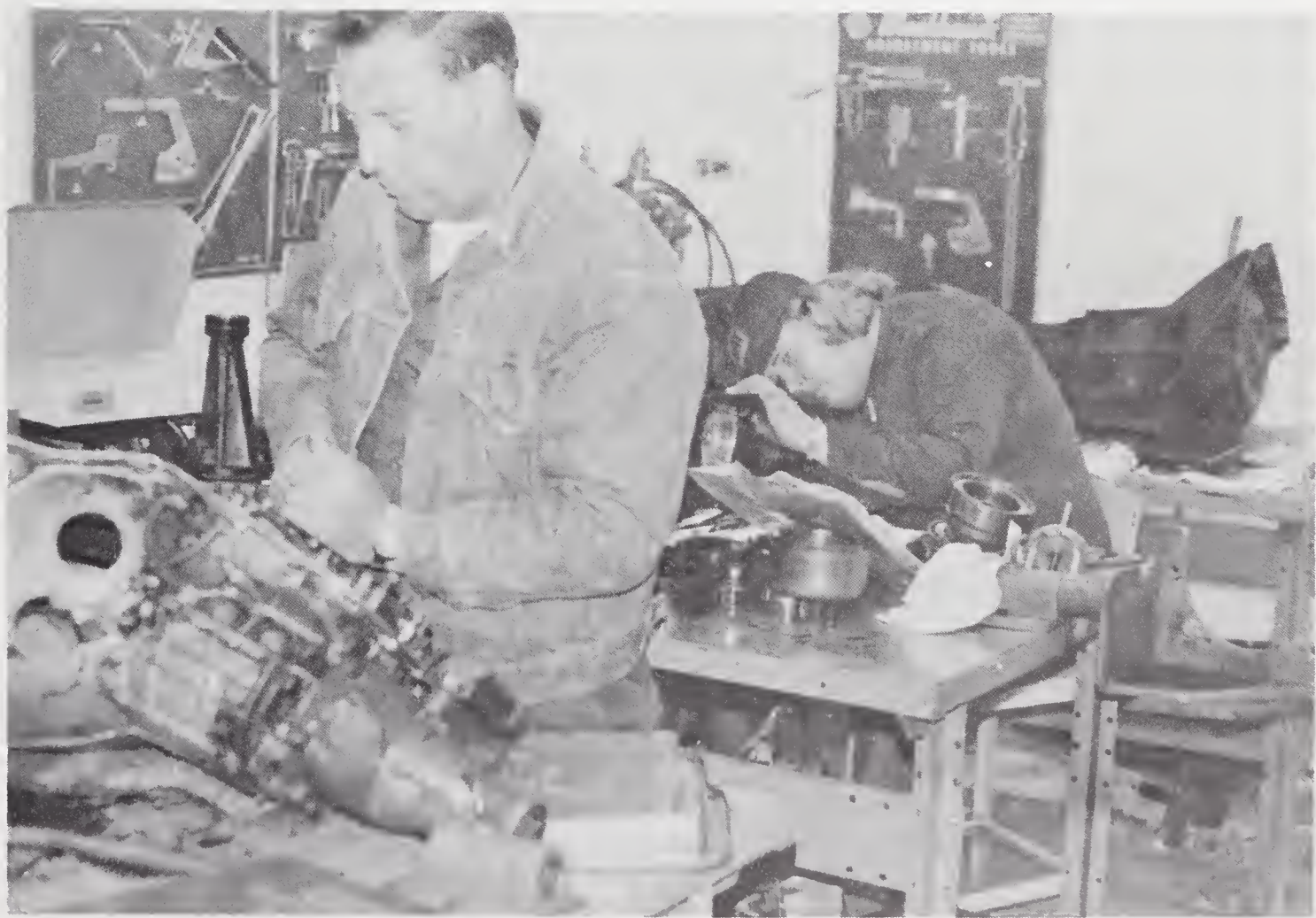
TOTAL QUARTER HOURS: 123



DIPLOMA PROGRAMS
OCCUPATIONAL DIVISION

The following curriculums in the Trade Division requires all students to purchase tools/uniforms and safety equipment. These requirements are mandatory for all students enrolled in these programs. Purchase of the tools/uniforms will be conducted by each department via the instructor and students.

Department	Requirements	Quarter Due
Auto-Body Repair	Tools/Uniforms	Fall
Auto Mechanics	Tools/Uniforms	Fall
Air Cond. & Refrig.	Tools	Fall/Winter/Spring
Drafting	Tools	Fall
Electrical	Tools	Fall/Summer
Electronics	Tools	Fall/Winter/Spring
Welding	Tools/Uniforms	Fall



AIR CONDITIONING AND REFRIGERATION

The present day demands from industry for qualified mechanical experts in all areas of air conditioning and refrigeration are greater than ever before. The curriculum given at Coastal Carolina Community College is designed to equip young men and women to help meet the needs of industry.

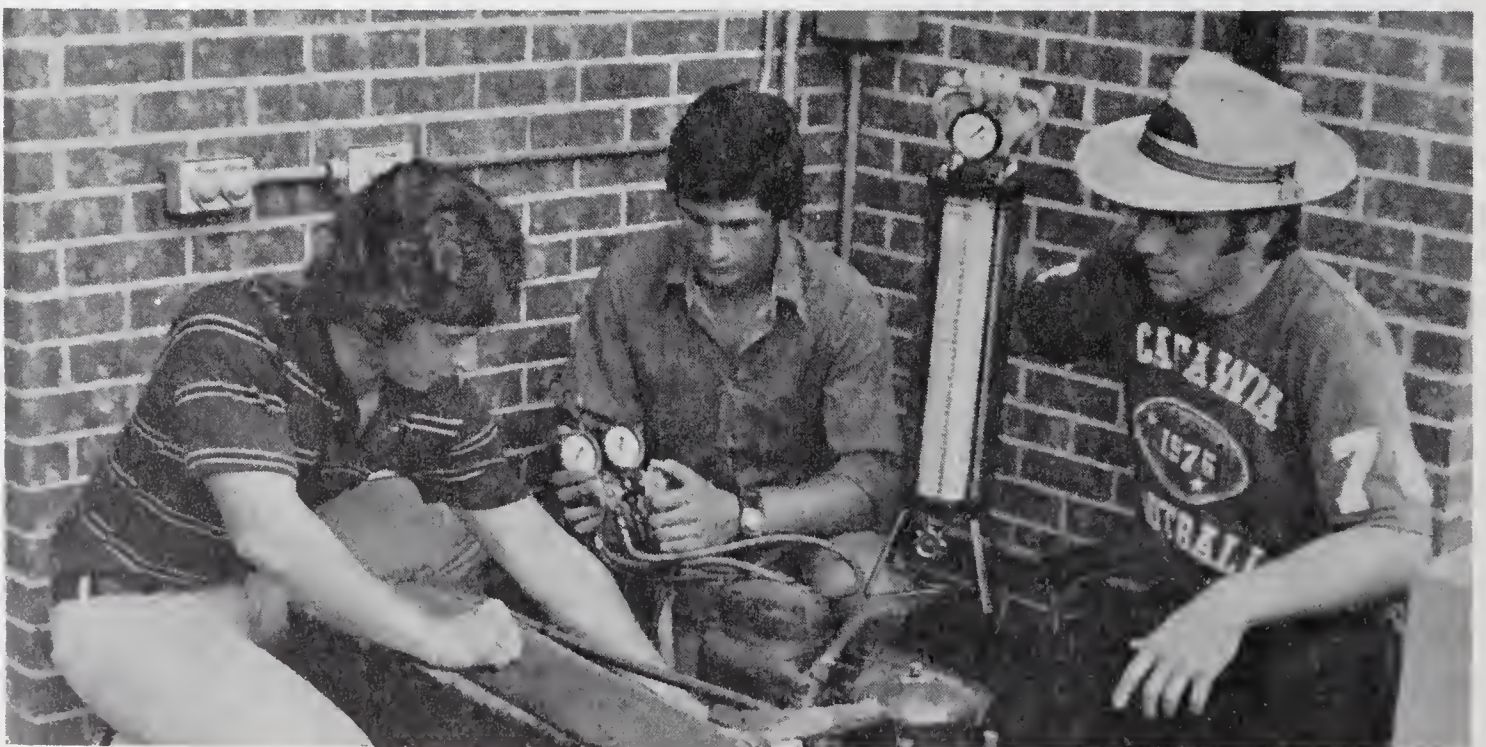
The program includes a comprehensive study of the theory and fundamentals of refrigeration, heating and air conditioning. The student is given an understanding of the functions of the mechanical equipment that is used. Emphasis is placed on manipulative skills, installation and service procedures as well as exercise and training in practical thinking.

Mathematics, English and Social Studies are included in this curriculum to better equip the student to take his proper place in society and industry.

The Air Conditioning and Refrigeration curriculum prepares graduates as installation and service mechanics. The student will have had training in pipe work, metal work and insulation and with experience should be able to progress to foreman or a supervisory position. Plant maintenance in industry and government provide attractive possibilities.

Students enrolled in the Air Conditioning and Refrigeration courses will be required to have a set of tools as listed by the instructor.

Tools listed in Group "A" will be used early in the First Quarter (Fall). Tools as listed in Group "B" will be required for the Second Quarter (Winter). Tools in Group "C" will be obtained no later than the Third Quarter (Spring).



AIR CONDITIONING AND REFRIGERATION

	Hours Per Week			Quarter Hours Credit
FALL QUARTER	Class	Lab	Shop	
AHR 1121—Fundamentals of Refrigeration I.....	5	0	6	7
ELC 1102—Basic Electricity	3	0	3	4
MAT 1101—Fundamentals of Mathematics.....	5	0	0	5
PHY 1105—Shop Science I	3	2	0	4
	16	2	9	20
WINTER QUARTER				
AHR 1122—Fundamentals of Refrigeration II.....	4	0	6	6
DFT 1181—Mechanical/Electrical Blueprints and Layouts.....	2	0	3	3
ELC 1114—Electric Motors and Controls	5	0	6	7
ENG 1102—Professional Communication I	3	0	0	3
	14	0	15	19
SPRING QUARTER				
AHR 1125—Principles of Environmental Control ...	9	0	6	11
AHR 1126—Sheet Metal I	3	0	3	4
ENG 1103—Professional Communication II	3	0	0	3
	15	0	9	18
SUMMER QUARTER				
AHR 1134—Sheet Metal II	3	0	3	4
AHR 1135—Control Systems	3	0	9	6
ECO 1105—Economics	3	0	0	3
WLD 1180—Basic Welding	2	0	4	3
	11	0	16	16
FALL QUARTER				
AHR 1127—Environmentals Systems Shop Practice I	6	0	12	10
ELC 1137—National Electrical Code for Limited Restricted License	6	0	0	6
PSY 1101—Human Relations	3	0	0	3
	15	0	12	19
WINTER QUARTER				
AHR 1123—Commercial Refrigeration.....	6	0	9	9
AHR 1131—Environmentals Systems Shop Practice II	3	0	6	5
AHR 1138—N.C. Codes & Standards.....	6	0	0	6
	15	0	15	20
SPRING QUARTER				
AHR 1110—Fundamentals of Solar Heating.....	3	0	3	4
AHR 1132—Estimating & Contracting.....	5	2	0	6
AHR 1133—Environmentals Systems Shop Practice III	3	0	6	5
BUS 1103—Small Business Operations	3	0	0	3
	14	2	9	18

TOTAL QUARTER HOURS: 130

ARCHITECTURAL DRAFTING

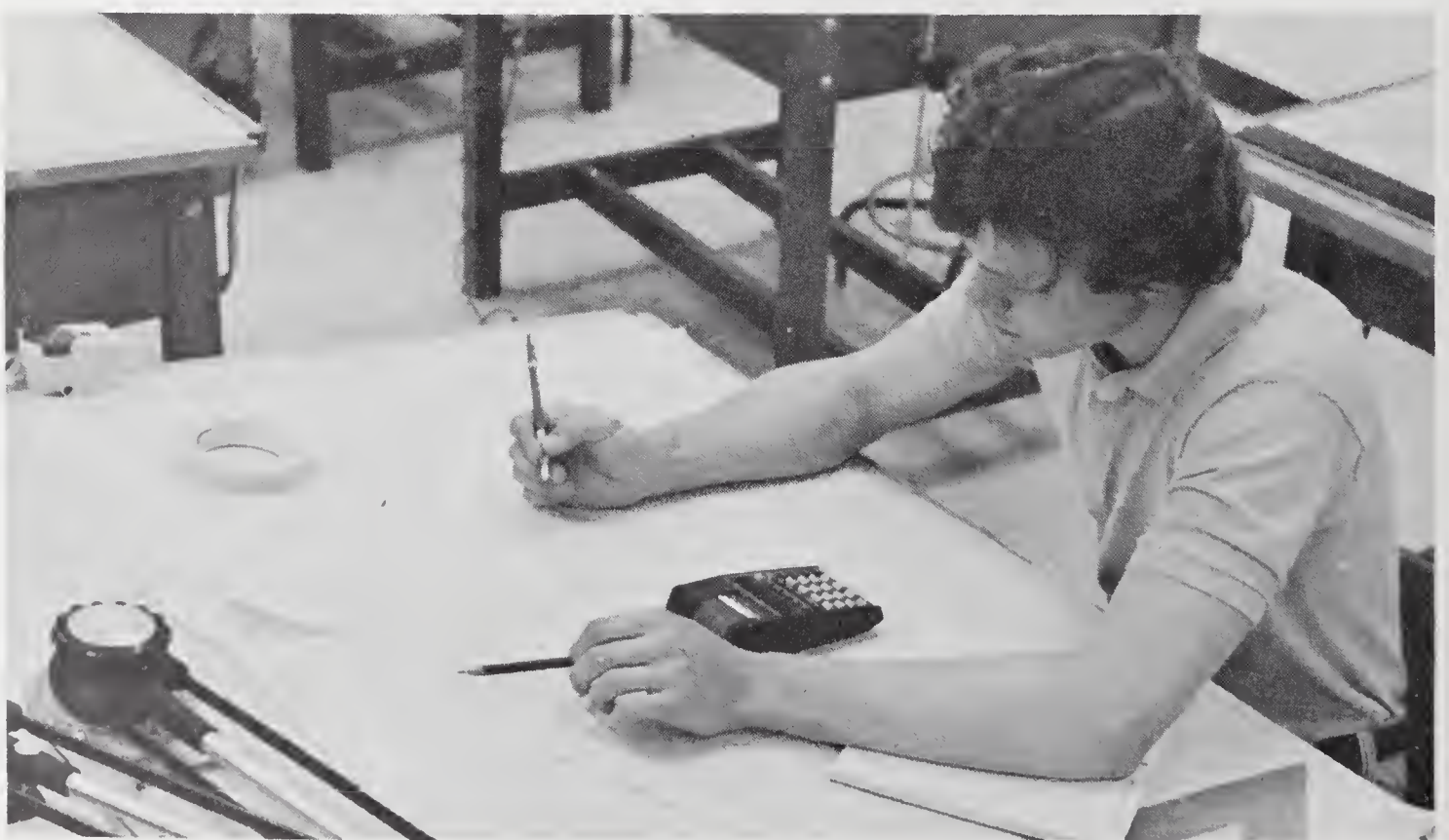
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Each course, arranged in sequence, is prepared to enable an individual to advance rapidly in drafting proficiency. The draftsman must be able to prepare clear, complete, and accurate working drawings for a variety of structures, from rough or detailed sketches. The draftsman is involved with establishing exact dimensions, determination of materials, relationships of one part to another and the relation of the various components to the whole structure.

In order to carry out these duties, the draftsman must possess skill in the use of drafting tools and instruments, making statistical charts, making finished designs and drawings from sketches. In addition, he or she must have an over-all knowledge of various principles, practices, and methods of construction, composition of materials and the complexities of the building industry in general.

It is not expected that the graduates be designers or artists but be competent "draftsmen" filling an important position in the construction industry. Their education would just begin with this curriculum.

The architectural drafting students are required to purchase certain drafting tools and supplies during the Fall Quarter as required by the instructor. All students will comply with this requirement.



ARCHITECTURAL DRAFTING—BUILDING TRADES

	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
FALL QUARTER				
DFT 1121—Drafting	3	0	12	7
DFT 1144—Materials & Methods of Construction ..	4	0	0	4
ENG 1102—Professional Communications I	3	0	0	3
MAT 1103—Geometry	3	0	0	3
	13	0	12	17
WINTER QUARTER				
DFT 1141—Architectural Drafting & Design I.....	3	0	15	8
DFT 1143—Mechanical Equipment of Buildings ...	4	0	0	4
ENG 1103—Professional Communications II	3	0	0	3
MAT 1101—Fundamentals of Mathematics.....	5	0	0	5
	15	0	15	20
SPRING QUARTER				
DFT 1142—Architectural Drafting & Design II	3	0	15	8
DFT 1145—Codes, Contracts & Specifications	4	0	0	4
DFT 1148—Structural Systems	1	0	6	3
MAT 1102—Applied Mathematics	5	0	0	5
	13	0	21	20
SUMMER QUARTER				
BUS 1110—Office Machines.....	2	2	0	3
CIV 1101—Site Surveying & Site Development	2	6	0	4
DFT 1146—Construction Estimating	3	0	0	3
DFT 1147—Architectural Drafting III.....	3	0	12	7
	10	8	12	17

TOTAL QUARTER HOURS: 74



AUTO BODY REPAIR

The field of automotive body repair and painting needs many well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body and Fender Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, fit, and install glass. They are required to remove and install interior trim; install headlinings and seat covers; and replace fabric tops of vehicles. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

The Auto Body Repair students shall be required to purchase a complete set of basic auto body repair hand tools with tool box and shop uniforms.

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. All students will comply with this requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniforms.

AUTO BODY REPAIR

	Hours Per Week			Quarter Hours Credit
FALL QUARTER	Class	Lab	Shop	
AUT 1111—Auto Body Repair I	2	0	9	5
AUT 1115—Trim, Glass & Upholstery	1	0	6	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
WLD 1105—Auto Body Welding	1	0	3	2
	9	0	18	15
WINTER QUARTER				
AUT 1112—Auto Body Repair II	5	0	18	11
ENG 1102—Professional Communications I	3	0	0	3
PSY 1101—Human Relations	3	0	0	3
	11	0	18	17
SPRING QUARTER				
AUT 1113—Metal Finishing & Painting	6	0	21	13
BUS 1103—Small Business Operations	3	0	0	3
	9	0	21	16
SUMMER QUARTER				
AUT 1114—Body Shop Applications	3	0	15	8
AUT 1123—Auto Body Appraisal & Estimating	3	0	9	6
	6	0	24	14
TOTAL QUARTER HOURS: 62				



AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical shop work using components mounted on stands. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually, such specialists have had "all-around" training in general automotive repair.

The auto mechanics students shall be required to purchase a complete set of basic auto mechanic hand tools with tool box and shop uniforms.

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. All students will comply with this requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniforms.

AUTOMOTIVE MECHANICS

	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
FALL QUARTER				
DFT 1101—Schematics	3	2	0	4
ENG 1102—Professional Communications I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
PME 1101—Internal Combustion Engines	3	0	15	8
	—	—	—	—
	14	2	15	20
WINTER QUARTER				
ENG 1103—Professional Communications II	3	0	0	3
PHY 1105—Shop Science I	3	2	0	4
PME 1102—Engine Electrical and Fuel Systems ...	5	0	12	9
WLD 1180—Basic Welding	2	0	4	3
	—	—	—	—
	13	2	16	19
SPRING QUARTER				
AHR 1101—Automotive Air Conditioning	3	0	6	5
PHY 1106—Shop Science II	3	2	0	4
PME 1124—Automotive Power Train Systems	3	0	12	7
	—	—	—	—
	9	2	18	16
SUMMER QUARTER				
ECO 1105—Economics	3	0	0	3
PME 1125—Auto Servicing I	3	0	9	6
PME 1188—Small Gasoline Engines	3	3	3	5
	—	—	—	—
	9	3	12	14
FALL QUARTER				
PME 1121—Braking Systems	3	0	3	4
PME 1123—Auto Chassis and Suspension	3	0	9	6
PME 1227—Emissions Control & Power Plant Trouble Shooting	3	0	6	5
PSY 1101—Human Relations	3	0	0	3
	—	—	—	—
	12	0	18	18
WINTER QUARTER				
BUS 1103—Small Business Operations	3	0	0	3
PME 1202—Auto Electrical/Electronics	3	0	6	5
PME 1203—Automotive Engine Tune-Up	4	0	12	8
	—	—	—	—
	10	0	18	16
SPRING QUARTER				
PME 1221—Advanced Front Suspension, Alignment and Power Steering	1	0	6	3
PME 1224—Advanced Automatic Transmissions ...	3	0	12	7
PME 1226—Automotive Servicing II	2	0	6	4
	—	—	—	—
	6	0	24	14

TOTAL QUARTER HOURS: 117

DENTAL ASSISTANT

Dental assisting is one of the fastest growing occupations for men and women today. The role of the dental assistant has evolved from that of receptionist only to that of a fully participating member of the dental team; primary emphasis is on chairside assisting, although he or she continues to perform numerous duties related to office management, patient relations, and laboratory procedures. The dental profession now recognizes the contribution the dental assistant can make to extension of services and increased productivity of the dental office. Projected needs call for a fivefold expansion in numbers of graduates and continued improvement in the quality of training programs.

The specific objectives of the Dental Assistant Curriculum are to develop the following competencies:

1. Understanding of procedures and beginning skills of dental office management.
2. Understanding of principles and beginning skill in the procedures of chairside assisting, including effective patient relationships.
3. Understanding of principles and beginning skills in performance of selected laboratory procedures commonly carried out in the dental office.

The duties of the dental assistant vary somewhat, depending on the number of auxiliary workers employed. In some offices the assistant is responsible for all three areas described below; in others, he or she may be responsible for only one area.

In rendering chairside assistance to the dentist, the dental assistant is responsible for placing instruments for use, keeping the operating field clear during treatment, preparing restorative materials and dental cements, passing materials and instruments during dental procedures, applying fluorides and topical anesthesia under direction of the dentist and complete sterilization of instruments and cleanliness of operatory after use. In the laboratory of the dental office, the dental assistant may make models of the teeth and mouth, cast inlays and crowns, expose and process x-ray films and mount finished x-rays. In acting as office manager and receptionist, the dental assistant receives patients, arranges appointments, records treatments, keeps accounts, maintains inventories, and orders supplies.

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental related course. A student will be suspended from the Dental Assistant program if a

grade of less than “C” is earned in a dental related course (DEN) of three quarter hour credits, or more. A student who has earned less than a “C” grade in two dental related (DEN) courses each of which is less than three quarter hour credits will be suspended.

DENTAL ASSISTANT

		Hours Per Week		Quarter
FALL QUARTER			Clini-	Hours
		Class	Lab	Credit
BIO	1101—Preclinical-Microbiology & Cross Anatomy & Physiology.....	2	2	0 3
DEN	1001—Introduction to Dental Assisting	2	0	0 2
DEN	1002—Dental Materials.....	2	0	9 5
DEN	1003—Dental Anatomy	3	0	0 3
DEN	1005—Dental Office Management I	3	0	0 3
ENG	1102—Professional Communications I	3	0	0 3
		15	2	9 19
WINTER QUARTER				
DEN	1004—Preclinical Sciences	4	0	0 4
DEN	1006—Clinical Procedures I.....	3	0	6 5
DEN	1008—Dental Office Management II.....	2	0	3 3
DEN	1012—Dental Roentgenology	2	0	6 4
ENG	1103—Professional Communications II	3	0	0 3
		14	0	15 19
SPRING QUARTER				
DEN	1007—Clinical Procedures II.....	4	0	6 6
DEN	1009—Dental Office Practice I	0	0	15 5
DEN	1013—Oral Health Education	1	2	0 2
		5	2	21 13
SUMMER QUARTER				
DEN	1010—Dental Office Practice II	0	0	24 8
DEN	1011—Dental Assistant Seminar	2	0	0 2
PSY	1101—Human Relations	3	0	0 3
		5	0	24 13

TOTAL QUARTER HOURS: 64

ELECTRICAL INSTALLATION AND MAINTENANCE

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1970 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A larger portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he or she will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. The student will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He or she will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

The Electrical Installation student shall be required to purchase the Electricians Tools Set "A" as listed by the instructor during the Fall Quarter. Tool Set "B" will be required during the Summer Quarter. All students will comply with this requirement for the Electrical Installation Course.

ELECTRICAL INSTALLATION AND MAINTENANCE

		Hours Per Week			Quarter
		Class	Lab	Shop	Hours
FALL QUARTER					Credit
ELC	1112—Electrical Theory	5	0	9	8
ELC	1127—Electrical Materials & Tools.....	0	0	3	1
ENG	1102—Professional Communications I	3	0	0	3
MAT	1115—Electrical Mathematics I	5	0	0	5
PHY	1106—Shop Science II	3	2	0	4
		16	2	12	21
WINTER QUARTER					
DFT	1109—Electrical Blueprints & Layouts	3	0	0	3
ELC	1124—Residential Wiring I	5	0	6	7
ELC	1126—National Electrical Code	6	4	0	8
ENG	1103—Professional Communications II	3	0	0	3
		17	4	6	21
SPRING QUARTER					
ELC	1113—Electrical Motors & Controls	7	0	12	11
ELC	1125—Residential Wiring II	2	0	6	4
PSY	1101—Human Relations	3	0	0	3
		12	0	18	18
SUMMER QUARTER					
BUS	1103—Small Business Operations	3	0	0	3
ELC	1128—Commercial/Industrial Installations ...	8	0	18	14
		11	0	18	17
TOTAL QUARTER HOURS:					77



ELECTRONIC SERVICING

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers and stereophonic sound equipment. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date serviceman.

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders.

The work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his or her own business will also need to know how to maintain business records and inventory.

The electronic servicing students shall be required to purchase the tools sets as follows:

List "A"—Within 10 days after 1st class meeting
(Fall Quarter)

List "B"—Within 10 days after 1st class meeting
(Winter Quarter)

List "C"—Within 10 days after 1st class meeting
(Spring Quarter)

All students will comply with this requirement for the electronic program.

ELECTRONIC SERVICING

	Hours Per Week			Quarter Hours Credit
FALL QUARTER	Class	Lab	Shop	
ELN 1112—Direct and Alternating Current	7	0	15	12
ENG 1102—Professional Communications I	3	0	0	3
MAT 1115—Electrical Mathematics I	5	0	0	5
	—	—	—	—
	15	0	15	20
WINTER QUARTER				
ELN 1122—Vacuum Tubes and Circuits	5	0	9	8
ELN 1125—Transistor Theory & Circuits I	2	0	6	4
ENG 1103—Professional Communications II	3	0	0	3
MAT 1116—Electrical Mathematics II	5	0	0	5
	—	—	—	—
	15	0	15	20
SPRING QUARTER				
ELN 1123—Introduction to Television	2	0	6	4
ELN 1124—Servicing Home Entertainment Electronic Devices	2	0	6	4
ELN 1126—Transistor Theory & Circuits II.....	2	0	9	5
PSY 1101—Human Relations	3	0	0	3
	—	—	—	—
	9	0	21	16
SUMMER QUARTER				
BUS 1103—Small Business Operations	3	0	0	3
ELN 1127—Television Receiver Circuits & Servicing	10	0	15	15
	—	—	—	—
	13	0	15	18

TOTAL QUARTER HOURS: 74



MASONRY

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units, stone and the like. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase, the demand for bricklayers, cement masons, and stone-masons will also increase.

The curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him or her to perform effectively. The student must have a knowledge of basic mathematics, blue print reading and masonry technology. He or she must know the methods used in laying out a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial, and industrial construction.

Most employment opportunities for masons may be found with contractors in new building construction. However, a substantial portion of masons are self-employed or work with contractors doing repair, alteration, or modernization work.

Most masons are employed by contractors in the building construction fields to lay brick and blocks made of tile, concrete, gypsum or terra cotta. Also, he or she constructs or repairs walls, partitions, arches, sewers, furnaces, and other masonry structures.

After gaining experience in the various types of masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector, and eventually a contractor.

MASONRY

	Hours Per Week			Quarter Hours Credit
FALL QUARTER	Class	Lab	Shop	
DFT 1110—Blueprint Reading: Building Trades ...	0	0	3	1
MAS 1101—Bricklaying.....	5	0	15	10
MAT 1101—Fundamentals of Mathematics.....	5	0	0	5
	—	—	—	—
	10	0	18	16
WINTER QUARTER				
DFT 1111—Blueprint Reading & Sketching	0	0	3	1
MAS 1102—Bricklaying.....	5	0	15	10
MAT 1112—Building Trades Mathematics	3	0	0	3
	—	—	—	—
	8	0	18	14
SPRING QUARTER				
DFT 1112—Blueprint Reading & Sketching	0	0	3	1
MAS 1103—General Masonry.....	5	0	15	10
MAS 1113—Masonry Estimating	3	0	3	4
	—	—	—	—
	8	0	21	15

TOTAL QUARTER HOURS: 45



NURSE ASSISTANT EDUCATION

The Nurse Assistant Education program is a 12-week course designed to prepare qualified men and women to give effective nursing care to selected patients in the general hospital or the nursing home setting under the direction of a licensed nurse. The student will receive classroom instruction and clinical practice in basic nursing procedures, making and reporting observations, and routine aspects of daily ward management. The course will also provide instruction in fundamentals of effective interpersonal relationships with emphasis on the role of the Nurse Assistant on the Nursing Team.

Selection of students will be based on results of pre-entrance tests and personal interview.

Upon the successful completion of the 12-week course, the student will be awarded a certificate of achievement.

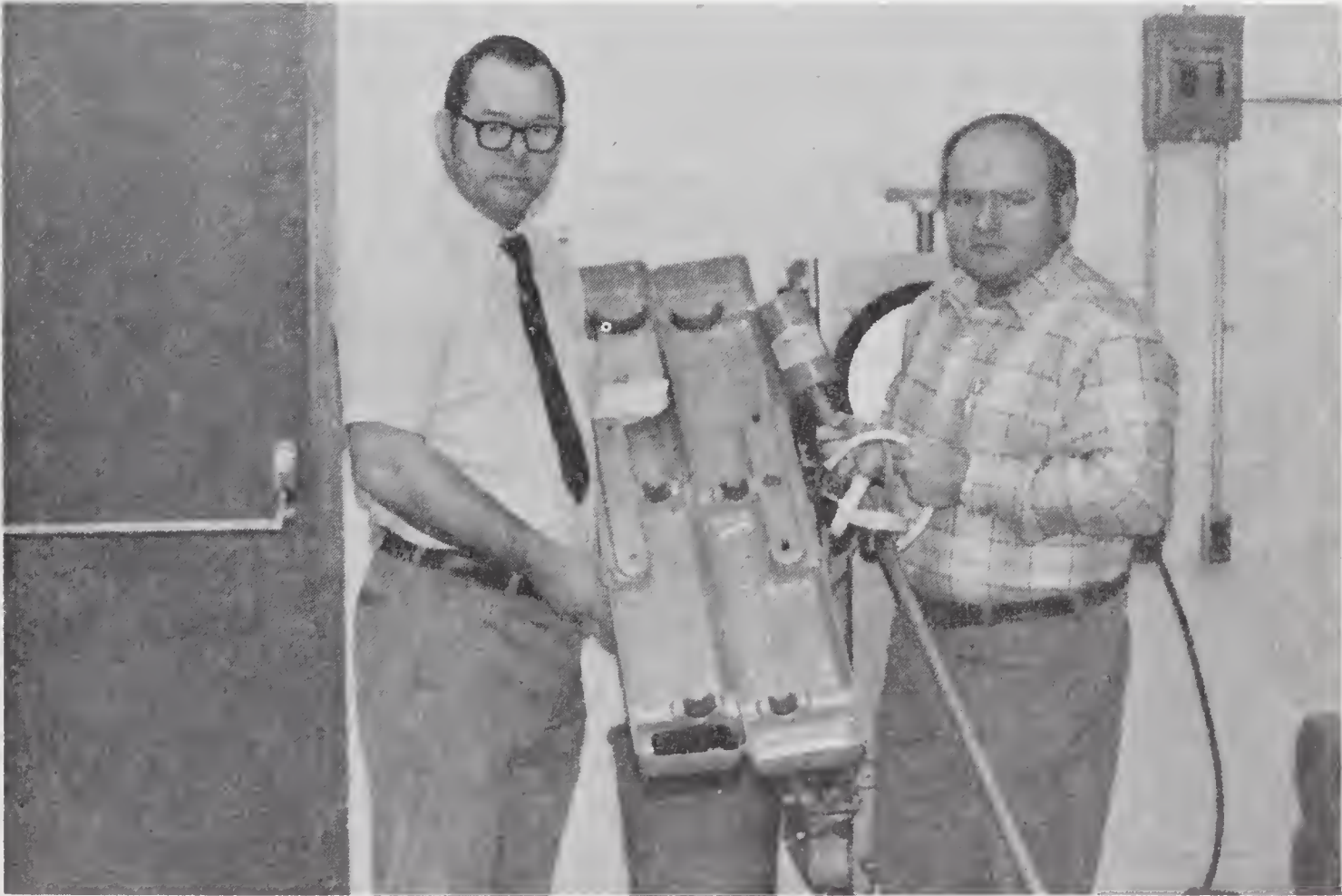
PML 1001 Nurse Assistant Education

	Hours Per Week			Quarter
	Class	Lab	Clinical	Hours Credit
30 hr/week for 12 weeks (14 lecture hours) (16 clinical hours)	14	0	16	19

Presents knowledge and skills in basic nursing care and procedures. Introduces basic knowledge of anatomy and physiology. A basic knowledge of effective interpersonal relationships and the moral, legal, and ethical responsibilities of the Nurse Assistant is included. Attention is focused on the role of the Nurse Assistant on the Nursing Team in caring for selected patients. Basic nursing care and procedures are practiced in the clinical setting with direct supervision.

Prerequisite: admission requirements





OPERATING ROOM TECHNICIAN

This program is designed to aid persons desiring to become operating room technicians in acquiring the fundamental knowledge and skills essential to prepare, under the direction of qualified personnel, a patient for surgery and in assisting a physician during surgery.

An operating room technician is a trained member of the operating room team. The technician is responsible for cleanliness, safety, and efficiency in the operating room and for the simple patient care which involves safely transporting the patient to the operating room and preparing for surgery. The tasks performed under the supervision of registered nurses are to assemble and open supplies for surgical procedures; to assist the circulating nurse and anesthesiologist; to operate tables, lights, suction machines, electrosurgical units and diagnostic equipment; to pour solutions; to keep the surgical team supplied; to care for specimens; to assist in application of dressings; to clean and maintain equipment; to scrub and set up operating table with proper instruments, sutures, drapes, etc.; to assist the surgeon by passing instruments, sutures, sponges; and to assist with cast applications.

ACADEMIC REGULATIONS

The Operating Room Technician Students will advance through the sequence required in the Operating Room Technician Curriculum from quarter to quarter as long as he maintains the quality point average of 2.0 and receives no grade below a "C" on the following subjects:

- Nursing Procedures
- Introduction to Operating Room
- Surgical Procedures
- Clinical Practice

OPERATING ROOM TECHNICIAN

		Hours Per Week		Quarter
				Clini- Hours
FALL QUARTER		Class	Lab	cal Credit
BIO	1121—Human Anatomy and Physiology I.....	3	3	0 4
ENG	1102—Professional Communications I	3	0	0 3
NUR	1100—Nursing Procedures.....	3	3	0 4
SUR	1101—Introduction to Operating Room	3	3	0 4
SUR	1102—Surgical Procedures I	5	3	0 6
		—	—	—
		17	12	0 21
WINTER QUARTER				
BIO	1122—Human Anatomy and Physiology II....	3	3	0 4
SUR	1103—Surgical Procedures II	4	3	0 5
SUR	1104—Clinical Practice I	0	0	16 5
SUR	1106—Suggested Seminar I.....	2	0	0 2
		—	—	—
		9	6	16 16
SPRING QUARTER				
BIO	1123—Introduction to Microbiology	3	3	0 4
SUR	1105—Clinical Practice II.....	0	0	25 8
SUR	1107—Suggested Seminar II	1	0	0 1
		—	—	—
		4	3	25 13
TOTAL QUARTER HOURS: 50				



PRACTICAL NURSE EDUCATION

The aim of the Practical Nurse Education Program is to prepare safe, efficient, well-informed practitioners of nursing, qualified by education and supervised experience, to assist in the care of patients of all ages, having a variety of disease conditions and in varying degrees of dependency.

Job requirements for Licensed Practical Nurses include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills in performing bedside nursing, appreciation of the worth and individual differences of people, the desire to serve and help others and readiness to conform to the requirements of nursing ethics and hospital policies. Evidence of the above attributes is sought in applicants to the program.

Student selection is based upon high school achievement, character references, results of pre-entrance tests designed to determine aptitudes and knowledge necessary to succeed in nursing, and personal interviews with members of the nursing faculty. Applicants must have physical and dental examinations and be in optimum physical and emotional health.

Throughout the one year program, students must demonstrate continuous growth in knowledge, understanding, and skills related to nursing, biological and social sciences, communications, and interpersonal relationships. Written tests on course content, oral and written assignments, nursing care plans, and ability to participate in class discussion are among the evaluation tools used throughout the length of the program. In clinical situations, students are evaluated on appropriateness of nursing action, demonstration of good judgment, ability to apply theoretical knowledge to specific situations, ability to assume responsibility, and vocational and interpersonal relationships. Passing grades on all nursing courses, in sequence, and demonstrated progress in application of nursing skills are required to remain in the program.

Graduates of the Practical Nurse Education Program are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice a year, usually in April and October. Satisfactory achievement on this examination entitles the individual to a license to practice nursing in the State of North Carolina and to the legal use of the title Licensed Practical Nurse. Practical Nurses licensed in North Carolina can apply for licensure in other states without repeating the examination, provided their examination score meets the requirements of the state to which they are applying.

ACADEMIC REGULATIONS

The Practical Nursing Student will advance through the sequence required in the practical nursing curriculum from quarter to quarter as long as he or she maintains the quality point average as set down in the college catalog for the one year curriculum for occupational students.

If a student makes a "D" or less in a nursing course, he or she will not be allowed to continue in the Practical Nurse curriculum. The privilege of reentering the program for a repeat of the course the following year will rest with the admission committee for the Practical Nurse Program.

A student may make a "D" in the related science courses and be allowed to progress provided his or her grade point average is in keeping with the college standards.

PRACTICAL NURSE EDUCATION

	Hours Per Week			Quarter Hours Credit
FIRST QUARTER	Class	Lab	Clinical	
NUR 1001—Fundamentals of Practical Nursing....	9	9	0	12
NUR 1002—Anatomy & Physiology	6	0	0	6
NUR 1003—Nutrition & Diet Therapy	3	0	0	3
NUR 1016—Basic Medical/Nursing Terminology ...	2	0	0	2
	<hr/> 20	<hr/> 9	<hr/> 0	<hr/> 23
SECOND QUARTER				
ENG 1102—Professional Communications I	3	0	0	3
NUR 1005—Medical-Surgical Nursing I	5	0	0	5
NUR 1006—Nursing of Children.....	4	0	0	4
NUR 1007—Clinical Experience I	0	0	15	5
NUR 1010—Maternity Nursing.....	4	0	0	4
	<hr/> 16	<hr/> 0	<hr/> 15	<hr/> 21
THIRD QUARTER				
NUR 1008—Pharmacology & Drug Therapy	3	0	0	3
NUR 1009—Medical Surgical Nursing II	9	0	0	9
NUR 1011—Clinical Experience II.....	0	0	15	5
PSY 1101—Human Relations	3	0	0	3
	<hr/> 15	<hr/> 0	<hr/> 15	<hr/> 20
FOURTH QUARTER				
NUR 1012—Pharmacology & Drug Therapy	2	0	0	2
NUR 1013—Personal & Vocational Relationships ...	2	0	0	2
NUR 1014—Medical-Surgical Nursing III.....	9	0	0	9
NUR 1015—Clinical Experience III.....	0	0	18	6
	<hr/> 13	<hr/> 0	<hr/> 18	<hr/> 19
SUMMARY	Hours/ week	Total Contact Hours	Qtr. Hours Credit	
First Quarter	29	319	23	
Second Quarter	31	341	21	
Third Quarter.....	30	330	20	
Fourth Quarter	31	341	19	
		<hr/> 1331	<hr/> 83	

WELDING

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill the present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skill essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Welders join metals by applying intense heat and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He or she should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

The welding student will be required to purchase the flame resistant uniform and several items of safety equipment, tools and drafting instruments. A list of these items will be given to each student at the beginning of the Fall Quarter and will indicate the item and quarter required. All students must comply with this requirement for the welding course.

WELDING

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
DFT	1117—Blueprint Reading: Welding	0	0	3	1
ENG	1102—Professional Communications I	3	0	0	3
MAT	1101—Fundamentals of Mathematics.....	5	0	0	5
MEC	1112—Machine Shop Practice.....	1	0	3	2
WLD	1120—Oxyacetylene Welding & Cutting	3	0	12	7
		—	—	—	—
		12	0	18	18
WINTER QUARTER					
DFT	1180—Trade Drafting & Sketching.....	0	0	6	2
ELC	1101—Basic Electricity	3	0	0	3
ENG	1103—Professional Communications II	3	0	0	3
WLD	1112—Mechanical Testing & Inspection	1	0	3	2
WLD	1121—Arc Welding.....	3	0	12	7
		—	—	—	—
		10	0	21	17
SPRING QUARTER					
DFT	1118—Pattern Development.....	0	0	4	1
PSY	1101—Human Relations	3	0	0	3
WLD	1123—Inert Gas Welding	1	0	6	3
WLD	1124—Pipe Welding	3	0	12	7
		—	—	—	—
		7	0	22	14
SUMMER QUARTER					
BUS	1103—Small Business Operations	3	0	0	3
MEC	1141—Sheet Metal Fabrication.....	0	0	6	2
WLD	1122—Commercial & Industrial Practice	3	0	9	6
WLD	1125—Certification Practice	3	0	6	5
		—	—	—	—
		9	0	21	16

TOTAL QUARTER HOURS: 65



EVENING DIVISION

Coastal Carolina Community College provides for an extensive evening program to include selected courses in the degree, diploma, and certificate curricula listed in the catalog.

Evening classes normally meet two nights each week for an eleven-week quarter. In most instances, it is possible to take two courses the same evening. The evening student may attend on a part-time or full-time basis.

In addition to individual course offerings in most technical, vocational, and college transfer subjects, a student may complete requirements leading to an Associate degree in selected technical and college transfer programs within a minimum period of two calendar years through the Evening Division of the College. It may be advisable, however, that course work be extended over a longer period of time, depending on outside commitments.

The following degree programs can be completed through the Evening Division although enrollment during the day may be necessary.

VOCATIONAL (Certificate)

Practical Electronic Servicing

TECHNICAL (Associate in Applied Science Degree)

Business Administration

Marketing and Retailing

Executive Secretary

Police Science

General Office Technology

COLLEGE TRANSFER (Associate in Arts Degree)

General

Pre-International Studies

Pre-Business Administration

Pre-Journalism

Pre-Dental

Pre-Law

Pre-Education (Elementary & Secondary) Pre-Liberal Arts

EVENING DIVISION

BUSINESS ADMINISTRATION

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introduction to Business	5	0	5
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	13	0	13
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 220—Principles of Accounting	5	2	6
ENG 122—Grammar and Composition II.....	3	0	3
	13	2	14
SPRING QUARTER			
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
BUS 245—Retailing	3	0	3
	13	2	14
SUMMER QUARTER			
BUS 110—Office Machines	2	2	3
BUS 219—Credit Procedures	3	0	3
BUS 239—Marketing	5	0	5
EDP 204—Introduction to Data Processing—Business	3	2	4
	13	4	15
FALL QUARTER			
BUS 232—Sales Development	3	0	3
BUS 235—Business Management	5	0	5
ECO 201—Principles of Economics	3	0	3
ENG 224—Oral Communication	3	0	3
	14	0	14
WINTER QUARTER			
BUS 229—Taxes	5	0	5
ECO 202—Principles of Economics	3	0	3
ENG 123—Technical Writing	3	0	3
POL 221—United States Government	3	0	3
	14	0	14
SPRING QUARTER			
BUS 230—Taxes	5	0	5
BUS 243—Advertising	3	2	4
BUS 272—Principles of Supervision	3	0	3
ECO 203—Principles of Economics	3	0	3
	14	2	15
SUMMER QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 123—Business Finance	5	0	5
PSY 206—Applied Psychology	3	0	3
	11	2	12

*Students may receive credit by successfully passing an examination.

EVENING DIVISION
 EXECUTIVE SECRETARY

FALL QUARTER

BUS 101—Introduction to Business	5	0	5
ENG 100—Secretarial Grammar	3	0	3
MAT 110—Business Mathematics	5	0	5
	<hr/>	<hr/>	<hr/>
	13	0	13

WINTER QUARTER

BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
BUS 110—Office Machines	2	2	3
ENG 124—Secretarial Composition	3	0	3
	<hr/>	<hr/>	<hr/>
	11	6	14

SPRING QUARTER

BUS 103—Intermediate Typewriting	3	2	4
BUS 107—Intermediate Shorthand	3	2	4
BUS 112—Records Management	3	0	3
BUS 134—Personal Development	3	0	3
	<hr/>	<hr/>	<hr/>
	12	4	14

SUMMER QUARTER

BUS 104—Advanced Typewriting	3	2	4
BUS 108—Advanced Shorthand	3	2	4
BUS 211—Office Procedures	3	2	4
	<hr/>	<hr/>	<hr/>
	9	6	12

FALL QUARTER

BUS 204E—Technical Typewriting I	2	2	3
BUS 206E—Dictation and Transcription	3	2	4
EDP 204—Introduction to Data Processing—Business	3	2	4
PSY 206—Applied Psychology	3	0	3
	<hr/>	<hr/>	<hr/>
	11	6	14

WINTER QUARTER

BUS 115—Business Law	5	0	5
BUS 205E—Technical Typewriting II	2	2	3
BUS 207E—Dictation and Transcription	3	2	4
BUS 212—Transcription Machines I	3	0	3
	<hr/>	<hr/>	<hr/>
	13	4	15

SPRING QUARTER

BUS 118—Secretarial Accounting	5	2	6
BUS 208E—Dictation & Transcription	3	2	4
ENG 224—Oral Communications	3	0	3
	<hr/>	<hr/>	<hr/>
	11	4	13

SUMMER QUARTER

BUS 214—Office Simulation	3	2	4
ENG 226—Business Communication	3	0	3
POL 221—United States Government	3	0	3
	<hr/>	<hr/>	<hr/>
	9	2	10

*Students may receive credit by successfully passing an examination.

EVENING DIVISION

GENERAL OFFICE TECHNOLOGY

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introdtion to Business	5	0	5
ENG 100—Secretarial Grammar	3	0	3
MAT 110—Business Mathematics	5	0	5
	—	—	—
	13	0	13
WINTER QUARTER			
BUS 102—Beginning Typewriting*.....	3	2	4
BUS 110—Office Machines.....	2	2	3
ECO 108—Consumer Economics.....	3	0	3
ENG 124—Secretarial Còmposition	3	0	3
	—	—	—
	11	4	13
SPRING QUARTER			
BUS 103—Intermediate Typewriting	3	2	4
BUS 112—Records Management	3	0	3
BUS 134—Personal Development.....	3	0	3
ENG 224—Oral Communications	3	0	3
	—	—	—
	12	2	13
SUMMER QUARTER			
BUS 104—Advanced Typewriting	3	2	4
BUS 183E—Terminology & Vocabulary	3	0	3
BUS 211—Office Procedures	3	2	4
Business Elective.....	3	0	3
	—	—	—
	12	4	14
FALL QUARTER			
BUS 204E—Technical Typewriting I	2	2	3
EDP 204—Introduction to Data Processing—Business	3	2	4
ENG 226—Business Communications	3	0	3
PSY 206—Applied Psychology	3	0	3
	—	—	—
	11	4	13
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 205E—Technical Typewriting II	2	2	3
BUS 212—Transcription Machines I.....	3	0	3
	—	—	—
	10	2	11
SPRING QUARTER			
BUS 213—Transcription Machines II.....	3	0	3
BUS 220—Recordkeeping I	5	2	6
Social Science Elective	3	0	3
	—	—	—
	11	2	12
SUMMER QUARTER			
BUS 216—Office Practicum.....	3	12	7
BUS 221—Recordkeeping II	5	2	6
	—	—	—
	8	14	13

*Students may receive credit by successfully completing an examination.

EVENING DIVISION
MARKETING AND RETAILING

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
FALL QUARTER			
BUS 101—Introduction to Business	5	0	5
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	13	0	13
WINTER QUARTER			
BUS 115—Business Law	5	0	5
BUS 120—Principles of Accounting	5	2	6
ENG 122—Grammar and Composition II.....	3	0	3
	13	2	14
SPRING QUARTER			
BUS 116—Business Law	5	0	5
BUS 121—Principles of Accounting	5	2	6
BUS 245—Retailing	3	0	3
	13	2	14
SUMMER QUARTER			
BUS 110—Office Machines.....	2	2	3
BUS 219—Credit Procedures.....	3	0	3
BUS 239—Marketing	5	0	5
EDP 204—Introduction to Data Processing—Business	3	2	4
	13	4	15
FALL QUARTER			
BUS 232—Sales Development	3	0	3
BUS 249—Retail Merchandising Management	3	0	3
ECO 201—Principles of Economics	3	0	3
ENG 224—Oral Communications	3	0	3
	12	0	12
WINTER QUARTER			
BUS 262—Fashion in Retailing	3	0	3
ECO 202—Principles of Economics	3	0	3
ENG 123—Technical Writing.....	3	0	3
POL 221—United States Government.....	3	0	3
	12	0	12
SPRING QUARTER			
BUS 243—Advertising	3	2	4
BUS 247—Business Insurance.....	3	0	3
BUS 272—Principles of Supervision	3	0	3
ECO 203—Principles of Economics	3	0	3
	12	2	13
SUMMER QUARTER			
BUS 123—Business Finance	5	0	5
BUS 260—Commercial Display and Design	2	2	3
BUS 268—Marketing and Retailing Internship	1	9	4
PSY 206—Applied Psychology	3	0	3
	11	11	15

EVENING DIVISION
POLICE SCIENCE

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	102—Beginning Typewriting*	3	2	4
PSC	101—Introduction to Police Science	5	0	5
PSC	110—Juvenile Delinquency	3	0	3
PSY	206—Applied Psychology	3	0	3
		—	—	—
		14	2	15
WINTER QUARTER				
ENG	121—Grammar and Composition I	3	0	3
PSC	102—Introduction to Criminology	5	0	5
PSC	220—Police Organization and Administration..	3	0	3
SOC	202—Social Problems	5	0	5
		—	—	—
		16	0	16
SPRING QUARTER				
ENG	122—Grammar and Composition II	3	0	3
POL	201—American Federal Government	5	0	5
PSC	112—Motor Vehicle Law	3	0	3
PSC	240—Firearms and Defensive Tactics	3	2	4
		—	—	—
		14	2	15
SUMMER QUARTER				
HEA	102—First Aid and Safety	3	0	3
PSC	115—Criminal Law	3	0	3
PSC	209—Interviews and Interrogations	3	2	4
PSC	210—Criminal Investigation	3	2	4
		—	—	—
		12	4	14
FALL QUARTER				
MAT	100—Contemporary College Math	5	0	5
PSC	113—Identification Techniques	3	2	4
PSC	202—Police-Community Relations	3	0	3
		—	—	—
		11	2	12
WINTER QUARTER				
ENG	224—Oral Communications	3	0	3
PSC	103—Introduction to Corrections (elective)	5	0	5
PSC	104—Introduction to Security (elective)	3	0	3
PSC	211—Introduction to Criminalistics	3	2	4
		—	—	—
		14	2	15
SPRING QUARTER				
ENG	123—Technical Writing	3	0	3
PSC	204—Police Photography	3	2	4
PSC	205—Criminal Evidence	3	0	3
PSC	225—Criminal Procedure	2	0	2
		—	—	—
		11	2	12
SUMMER QUARTER				
CHE	100—General Chemistry	3	3	4
POL	202—State and Local Government	5	0	5
PSC	221—Police Supervision	3	0	3
		—	—	—
		11	3	12

*Students may receive credit by successfully passing an examination.

EVENING DIVISION
TRADE COURSE OFFERINGS

	Quarter	Course No.	Course Title	Credit Hours
Auto Body Repair	Fall	AUT 1113A	Metal Finishing & Painting	3
	Spring	AUT 1113A	Metal Finishing & Painting	3
Automotive Mechanics	Fall	PME 1123A	Chassis & Suspension	3
		PME 1102A	Electrical & Fuel Systems	3
	Winter	PME 1125A	Auto Servicing	3
		PME 1203A	Automotive Engine Tune-up	3
	Spring	PME 1188A	Small Gasoline Engines	3
		PME 1203A	Automotive Engine Tune-up	3
Air Conditioning & Refrigeration	Summer	AHR 1101A	Automotive Air Conditioning	3
	Fall	AHR 1127A	Oil Burner Servicing	4
		AHR 1130B	Heat Pump Certification	4
	Spring	AHR 1121A	Fundamentals of Refrigeration I	4
Summer		AHR 1121B	Fundamentals of Refrigeration II	4
	Fall	DFT 1121A	Drafting I	4
	Winter	DFT 1141A	Architectural Drafting	4
	Spring	DFT 1110A	Blueprint Reading: Building Trades	4
Summer		DFT 1180A	Trade Drafting & Sketching	4
	Winter	ELC 1126A	National Electric Code	4
	Spring	ELC 1126A	National Electric Code	4
	Summer	ELC 1113A	Electrical Motors & Controls	4
Electronic Servicing	Fall	ELN 1112A	Alternating Current	4
		ELN 1112B	Direct Current	4
	Winter	ELN 1122A	Vacuum Tubes & Circuits	4
		ELN 1125A	Transistor Theory & Circuits I	4
Spring		ELN 1124A	Servicing Home Entertainment Electronic System:	4
	Summer	ELN 1123A	Introduction to Television	4
	Fall	WLD 1121A	Arc Welding	3
		WLD 1121B	Arc Welding	3
Winter		WLD 1121A	Arc Welding	3
		WLD 1121B	Arc Welding	3
Spring		WLD 1121A	Arc Welding	3
		WLD 1120A	Oxyacetylene Welding & Cutting	3
Summer		WLD 1121A	Arc Welding	3
		WLD 1121B	Arc Welding	3

CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAMS DIVISION OF CONTINUING EDUCATION

General Information: An important function of Coastal Carolina Community College is to provide educational opportunities to all adults in the area. The division of Continuing Education does this by providing opportunities for adults to return to school to pick up where they left off in their educational programs. In addition, the Continuing Education Program offers opportunities in **upgrading courses, skills, improvement and completion of high school education.** More than this, the program provides for all adults a general education program which will help them better understand the nature of the changing world and its implications on their community.

Continuing Education Classes are offered both on and off campus, usually during the evening hours, but can be held at any time. To meet the increasing demand for adult-extension courses, additional classrooms are required off-campus. Therefore, a cooperative agreement has been made between the Board of Education of Onslow County and Coastal Carolina to use designated public facilities. Classes may be organized in other locations where suitable facilities are made available.

Coastal Carolina Community College will establish appropriate classes where needs arise in cooperation with local officials at any suitable location in Onslow County.

Announcements concerning dates and times of classes will be made separately for each class, usually in the weekly "Coastal Carolina Continuing Education" bulletin in the Jacksonville Daily News on Wednesdays. Coastal Carolina Community College reserves the right to limit class enrollment and to cancel any classes for reasons beyond its control.

At least ten (10) persons must enroll to begin a class.

Eligibility: To enroll in courses offered in the Continuing Education Program, a person must be at least eighteen (18) years of age or if under eighteen (18), not in high school.

Academic Credit: Generally courses offered in the Adult-Extension Programs are non-credit. However, credit will be given in the Adult High School Diploma Program. Certificates may be awarded students who successfully complete certain vocational-extension programs.

Registration: Classes may begin at anytime. The time and dates for registration for classes, generally will be announced separately in "Coastal Carolina Continuing Education" bulletin, found in the local paper.

Normally, registration for classes offered will be on the first night of class. Registration is on a first come, first serve basis.

Time of Class Meetings: Most classes meet between the hours of 6:30 p.m. and 9:30 p.m. daily, except Saturdays. Most class periods will be three hours in length; some classes may be longer. Schedules showing place, time, and dates will be published each time separately.

Attendance: Students are encouraged to attend all classes. In order for a student to be presented an Attendance Award, he must attend at least eighty (80) per-cent of the classes as well as successfully completing the prescribed course:

Fees: There is a nominal fee for Continuing Education Classes.

Self-Supporting Programs: Certain seminars, cultural exhibits and similar programs may be organized on a self-supporting basis. The income from fees for such programs must defray the expenses. Self-supporting classes in recreational or vocational courses may be organized upon approval of the Department of Community Colleges.

Counseling: Adults who desire counseling regarding their education or career plans should contact the Dean of Student Personnel Services.

GENERAL ADULT EDUCATIONAL PROGRAMS:

GA-1 ADULT BASIC EDUCATION: The program of Adult Basic Education is essentially designed to improve an adult's ability to speak, read and write and English language. Other areas such as arithmetic, science, and social studies are included in the instructional program.

Specifically, the objectives of the Adult Basic Education are:

(a) Provide instruction for those individuals who have attained age eighteen (18) and whose inability to read and write the English language constitutes a substantial impairment of their real ability.

(b) Provide instruction in the basic education skills for those individuals who have attained eighteen (18) years of age, who are in need of this training to enable them to function to the fullest of their realistic potential as citizens.

(c) Improve their ability to benefit from occupational training, and

(d) Increase their opportunity for more productive and profitable employment.

In accordance with the North Carolina plan for Adult-Basic Education, first priority will be given to persons functioning at the fifth grade level or below. Second priority will be given to persons functioning above the fifth and through the eighth grade level.

The program is based upon the philosophy that every individual, regardless of the status of his or her functional level, should have the

opportunity to participate in continuing educational activities. The philosophy further incorporates the belief that every individual is teachable, trainable, and can realize self-improvement.

Through the cooperation of local community agencies and organizations, facilities should be available without cost. According to the policy of the State Board of Education, no charge is made for adults enrolled in the adult basic education program.

Class locations are established throughout the area and are open to all interested adults. In such cases where special interest warrants the establishment of a new class, the institution will attempt to provide such instruction.

GA-2 ADULT HIGH SCHOOL DIPLOMA PROGRAM

The Program: This program offers an Adult High School Diploma which is issued by the Onslow County Board of Education upon recommendation from the institute that the student has completed the prescribed course of study. A student may transfer credit for credits earned in a recommended high school by providing a transcript. The courses required for completing requirements for a high school diploma are:

- | | |
|-------------|----------------------|
| English I | General Science |
| English II | American History |
| English III | Government or Civics |
| English IV | Biology |

General Mathematics

Electives to bring total units to sixteen (16)

The students may purchase their own texts at the college bookstore.

High School Entrance Requirements: Adults must be eighteen (18) years of age or older. Each enrollee must have completed the eighth grade, or have a transcript from an accredited high school showing courses and years of work completed, or make a satisfactory score on the placement record.

Organization of High School Classes: Classes are held on-campus at the on-campus General Studies Center daily, Monday through Friday, and at nights 6:30 P.M. to 9:30 P.M., Monday through Thursday. Classes at Continuing Education locations will be announced separately.

High School Equivalency Examination: Another program for the adult who has not completed high school is the High School Equivalency Program. Through the General Studies Center and other secondary classes, the student may prepare to take the General Development Tests. Upon achieving an acceptable score in the areas of English expression, literature, mathematics, social studies, and

natural science, a student may be awarded a High School Equivalency Certificate by the North Carolina Department of Instruction. This certificate is generally accepted on the same basis as the High School Diploma for entrance into college, employment, or promotion. For information contact the office of the Dean of Student Affairs.

GA-3- ADVANCED ACADEMIC COURSES

Advanced academic education provides adults with general courses to widen horizons and create new dimensions in thinking. Some of the courses offered in this area are as follows:

Modern Math for Parents	English Improvement and
Literature	Vocabulary Building
Logic: Argument and Debate	Seminar: Human Resources
Behavioral Psychology	and Manpower
Conference Leadership and	Current Trends in Science
Presentation Techniques	Community Affairs Seminars
	and many others

GA-4- BUSINESS EDUCATION

Courses in Business Education are planned especially for adults who desire business education for personal purposes. Among the courses provided by the College are the following:

Personal Typing	Estate Planning
Business English	Law for Layman
A B C Stenoscrypt	Investments (Stocks, Bonds,
Bookkeeping	and Mutual Funds)
Business Correspondence	and others

GA-5- CITIZENSHIP DEVELOPMENT

The development of creative citizenship responsive to community problems is imperative. Courses in citizenship education contribute to such development. Among the citizenship development courses offered by Coastal Carolina Community College are the following:

American History	State Government
World History	Americanization
North Carolina History	English for New Americans
United Nations	and others

GA-6- HOMEMAKING EDUCATION

Homemaking Education is designed to help family members take advantage of emerging opportunities in education. Adult education courses in homemaking suggest ways to help make family life more

exciting, more enjoyable, and more economical. Among the courses offered by the College are the following:

- | | |
|-------------------------|---------------------|
| Creative Crafts | Flower Growing |
| Knitting | Flower Arranging |
| Home Sewing | Interior Decorating |
| Ornamental Horticulture | and many others |

GA-7- CONSUMER EDUCATION

Consumer Education contributes to efficient consumption of America’s vast storehouse of economic goods. Among the courses available are the following:

- | | |
|---------------------|--|
| Basic Economics | Personal Income Tax |
| Buying a Home | Law for Lawman |
| Budgeting | Investments (Stocks, Bonds,
and Mutual Funds) |
| Home Record Keeping | Repairs (for women) |
| Tips on Household | |
| and others | |

GA-8- HEALTH AND SAFETY EDUCATION

Health Education and Safety courses are especially designed for the improvement of health and the safety of people. Courses are available as follows:

- | | |
|------------------------------------|--------------------------------|
| Boating Education & Safety | Hunter Safety Training |
| Basic Seamanship and
Navigation | First Aid |
| Small Boat Handling | Home Fire Safety
and others |

GA-9- LANGUAGE ARTS EDUCATION

Language Arts Education provides adults with courses to widen horizons and create new dimensions in thinking. Some of the courses offered in the area are the following:

- | | |
|------------------------|-------------------------|
| Conversational Spanish | Public Speaking |
| Conversational French | Literature |
| Speed Reading | Parliamentary Procedure |
| Creative Writing | Improved Listening |
| and others | |

GA-10- CREATIVE ARTS EDUCATION

Creative Arts Education is designed to help adults discover and develop latent talents, refine active talents, and develop interest in and appreciation for the fine arts heritage of our society. Courses which

are offered in Creative Arts Education by the College include the following:

Oil Painting	History of Art
Water Color Painting	Music Appreciation
Drawing	Choral Music
Landscape Painting	and others

GA-11- FAMILY LIFE PROGRAMS

The Family Life Program includes Parent Education and Senior Citizen Education.

GA-12- PARENT EDUCATION

Parent Education is designed to contribute new ideas and approaches to rearing children providing solutions to parent-youth problems. This program is designed to make family life more satisfactory in the midst of a changing world. Courses include the following:

The Pre-School Child	Baby Care
The Child 6 to 12 years	Marriage and Family Life
Understanding Teenagers	and others

GA-13- SENIOR CITIZENS EDUCATION

American citizens are living longer and are more active in their senior years. Time is available to participate in a variety of learning experiences which earlier years may not have permitted. Among the learning experiences provided especially for senior citizens are the following:

Health for Senior Citizens	Retirement Planning
Home Gardening	Challenge of Maturity
Arts and Crafts	Travel Tour Lectures
Great Thinkers	Human Relations
and others	

B. OCCUPATIONAL EXTENSION

Occupational education extension courses are designed to serve adults who are employed or are seeking employment at the skilled, technical, and sub-professional levels. Persons in professional occupations may also profit from such instruction by learning about new developments in their field.

Any adult eighteen (18) years or older who needs training or retraining or who can otherwise profit from the proposed instruction may be enrolled. Enrollees who are employed normally attend

training during the non-working hours to increase their skills and understanding, to improve their competency, and qualify for advancement.

OE-1- BUSINESS EDUCATION

Courses in office occupations are planned for adults who desire business education for up-grading or job-related purposes. Among the courses provided are as follows:

- Typing
Business English
Gregg Shorthand
Bookkeeping
- Business Correspondence
Business Math
Business Machines
and others

OE-2- DISTRIBUTIVE TRAINING

There is a growing need for better trained retail personnel in the College's Service Area. The College offers opportunity for training in distributive education. Classes are available in the following areas:

- Creative Salesmanship
Marketing Research
Commercial Art
- Advertising
Credit and Collections
Customer Relations

OE-3- NEW INDUSTRY TRAINING

Coastal Carolina Community College, in cooperation with the Industrial Services Division of the North Carolina Department of Community Colleges, provides instruction for new and expanding industries.

This training incorporates job analysis, instructor recruiting and training, financial support for job instruction, and an adaptation for continuous training. Such training aids in more efficient plant production for industry and greater opportunity for advancement of the employee. New industry planning to locate in the area or industries who are planning on expansion and are interested in this training should contact Coastal Carolina Community College or Department of Community Colleges, Raleigh, North Carolina.

OE-4- SUPERVISORY DEVELOPMENT TRAINING

Supervisory Development Training courses are designed for potential and active supervisors who want to prepare for more effective leadership areas including the following:

- Principles of Supervision
Human Relations
- Effective Communications
Effective Speaking

Effective Writing
 Reading Improvement
 Economics in Business
 and Industry
 The Supervisor Work
 Measurement
 Job Methods
 Industrial First Aid

Safety and Accident
 Prevention
 Cost Accounting
 Conference Leadership
 Instructor Training
 Job Analysis Training
 Creative Thinking
 Supervision in Hospitals

OE-5- LAW ENFORCEMENT TRAINING

Law Enforcement Training may be requested by local towns and local law enforcement agencies. It is especially designed as in-service education for those now engaged in law enforcement activities. Among courses provided by the College are the following:

Courts and Laws
 Elements of Offense
 Motor Vehicle Law
 Criminal Investigation
 Juveniles

Applied Psychology
 Human Relations
 Chemical Test
 Riot Control

OE-6- FIRE SERVICE TRAINING

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences and practical problems. The classes are often taken to the fireman through training sessions held in local departments. Among the courses offered are the following:

Introduction to Firefighting
 Portable Fire
 Extinguishers
 Fire Stream Practices
 Fire Apparatus Practices
 Fire-fighting Procedures

Rope Practices
 Ladder Practices
 Hose Practices
 Rescue Practices
 Forcible Entry

OE-7- FISHERIES TRAINING

Net Mending
 Marine Engine

Outboard Engine
 Crab Picking

GENERAL STUDIES CENTER

The General Studies Center is an important adjunct to the total college instructional program. The program is designed to provide study opportunities in practically any field in which an adult or college student might be interested. There are numerous programmed

instruction courses in English, reading, mathematics, science, business, social studies, study skills, and foreign languages offered in the Center.

Programs are designed to meet the needs of individuals at all levels from non-readers to the college graduate. The Center is essentially an individualized study situation in which programmed and other self-instructional materials are used. Students may take selected individualized courses in a range of subjects from psychology to shorthand. Curriculum students may use the Center for supplemental work in many of the courses offered by the college. General Education Development Test preparation classes are administered through the General Studies Center.

The Center is open during the day, Monday through Friday and Monday through Thursday evenings so the student may study several hours a day or night.

There are no fees charged for study in the General Studies Center. A coordinator is available at all times to assist students with any program.

The General Studies Center also sponsors High School Equivalency classes which are designed to prepare students for the General Education Development Test. The courses offered are reading, mathematics and English. The cost of the High School Equivalency Program is a \$5.00 registration fee for each class. Classes are held during the day and evening hours.

For information about the General Studies Center, call the Learning Center Coordinator at the College, or visit the Center.

COMMUNITY SERVICES

Coastal Carolina Community College sponsors and promotes a number of community services. These services contribute to the cultural, economic, and civic development of the community. Also, the college may be host to a number of local, state, and national groups that will conduct seminars and conferences on campus. The centrally located campus with its conference rooms and other facilities is ideally suited for conferences and seminars. Lodging and restaurants and other facilities are located nearby for the out-of-town conferee. Among the more frequently offered community services are the following:

- | | |
|--------------------------|---------------------|
| Seminars and Conferences | Community Studies |
| Speakers Bureau | Consultant Services |
| Art Exhibits | Discussion Groups |
| Fine Arts Series | Musical Programs |
- and many others

NORTH CAROLINA APPROVED DRIVING SCHOOL

Coastal Carolina Community College offers a complete Driving School to all individuals in the Onslow County service area. The school takes the non-drivers through 33 hours of comprehensive classroom work and 18 hours in-the-car driving.

For further information about the Driving School call Dean of Continuing Education.



CONTINUING EDUCATION UNITS

Coastal Carolina Community College is responsible for establishing and maintaining a permanent record of all “CEU’s” awarded. Records are available on a permanent basis for purposes of being responsive to requests from employers or certifying organizations. Information recorded includes:

- Name of individual student
- Social security number
- Title of course or program
- Course description and level of instruction
- Starting and ending dates of activity
- Location of activity
- Format of activity
- Number of CEU’s awarded
- Student performance evaluation
- Name of instructor
- Cooperating sponsor

The system of recording units for participants is in accordance with the current system of permanent records in use at our institution. At the discretion of the institution, a separate and parallel system is maintained.

CEU activities are described in terms of audience, purpose, format, content, duration, teaching staff, course prerequisites and level of instruction. This essential information is maintained in condensed form in the permanent records of the institution. Continuing education programs which are intensive technical and professional courses, in-service training programs, courses that serve for certificate or licensing requirements, occupational skill upgrading courses, liberal education programs, paraprofessional training programs, and other vocational training programs, either in-service or in preparation for job-entry positions are examples of programs eligible for CEU’s.

The number of CEU’s awarded is to be determined by considering the number of contact hours in a formal learning situation and evaluating other experiences connected with the program. The decimal system allows the records to reflect the number of CEU’s to be awarded, based on contact hours, e.g., 1.5 CEU, 2.4 CEU’s, etc. A normal one-week short course usually approximates 30 contact hours of participation and would normally be awarded 3.0 CEU’s. A two-day program seldom involves more than 10 to 12 contact hours and would be awarded 1.0 to 1.2 CEU’s.

DESCRIPTION OF COURSES

COURSE NUMBERING

Courses at Coastal Carolina Community College are numbered in accordance with the system of the North Carolina Department of Community Colleges.

1. All preparatory or developmental courses are indicated by a three-letter prefix and numbered 60-99. These courses are not transferable.

Example: MAT 91

2. All freshman transfer and technical courses are indicated by a three-letter prefix and are numbered 100-199.

Example: MAT 101

3. All sophomore transfer and technical courses are indicated by a three-letter prefix and are numbered 200-299.

Example: MAT 201

4. All vocational courses are indicated by a prefix and are numbered 1100-1299.

Example: MAT 1101

5. All adult education courses beyond the high school level are indicated by a prefix and are numbered 2000-2999.

6. All high school courses are numbered according to the North Carolina Public School numbering system.

AIR CONDITIONING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AHR 1101—Automotive Air Conditioning	3	0	6	5
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble conducting efficiency tests and general maintenance work.				
Prerequisite: None				
AHR 1101A—Automotive Air Conditioning	2	0	4	3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble conducting efficiency tests and general maintenance work				
AHR 1110—Fundamentals of Solar Heating	3	0	3	4
This course provides the essential information that a practicing heating and air-conditioning wholesaler, contractor, and technician needs to advance in sizing, installing, and servicing practices as the market for solar heating progresses.				
Prerequisite: None				
AHR 1121—Fundamentals of Refrigeration I	5	0	6	7
Terminology used in the trade, principles of refrigeration; identification of basic system components; introduction to and practice with tools and shop equipment found in the field today. Standard procedures and safety measures are included.				
Prerequisite: None				
AHR 1121A—Fundamentals of Refrigeration I	3	0	3	4
Terminology used in the trade; principles of refrigeration; identification of basic system components; introduction to and practice with tools and shop equipment found in the field today. Standard procedures and safety measures are included.				
AHR 1121B—Fundamentals of Refrigeration II	3	0	3	4
A follow-up course in basic refrigeration utilizing theory, procedures, tools and equipment studied in first quarter's work. Strong emphasis is placed upon domestic refrigerators, freezers, and window air conditioning units. Machines with electrical and mechanical difficulties are brought in and repaired by the student. Refrigerant characteristics are studied.				
AHR 1122—Fundamentals of Refrigeration II	4	0	6	6
A follow-up course in basic refrigeration utilizing theory, procedures, tools and equipment studied in first quarter's work. Emphasis is placed upon domestic refrigerators, freezers and window air conditioning units. Machines with electrical and mechanical difficulties are brought in and repaired by the student. Manufacturers' service manuals are used in conjunction with text.				
Prerequisites: AHR 1121, ELC 1102				
AHR 1123—Commercial Refrigeration	6	0	9	9
Installation of common types of commercial refrigeration; problems and solutions prevalent in the commercial field, medium and low temperature units with electric, hot gas, reverse cycle, and water defrost; use of manufacturers' catalogs in sizing and matching system components; systems sketching and pipe symbols.				
Prerequisites: AHR 1122, AHR 1135				
AHR 1125—Principles of Environmental Control	9	0	6	11

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Review of refrigerant cycle and characteristics of mechanical cooling equipment. Sensible and latent heat loads; air mixtures and dehumidification; system capacity and air distribution; pipe schematics and component symbols. Prerequisite: AHR 1122				
AHR 1126—Sheet Metal I	3	0	3	4
Work with drafting instruments developing patterns on paper for popular duct fittings. Proper layout procedures are followed in work on plates including square and radius elbows, offsets, transitions, branches, and square to round fittings. Become familiar with and use metal working tools and machinery. Prerequisite: DFT 1180				
AHR 1127—Environmental Systems Shop Practice I	6	0	12	10
Stress is placed upon the burner mechanism of the boiler and furnace. Piping and wiring, burner components and systems controls, electric, electronic and mechanical, operational problems involving diagnosis, procedure and service technique, oil and gas burner capacity and efficiency test and safety checkout. Prerequisites: ELC 1114, AHR 1125				
AHR 1127A—Oil Burner Servicing	3	0	3	4
Stress is placed upon the burner mechanism of the boiler or furnace. Piping and wiring, burner components and systems controls, electric, electronic and mechanical, operational problems involving diagnosis, procedure and service technique, oil burner capacity and efficiency test safety.				
AHR 1130B—Heat Certification	3	0	4	4
This course will cover the following subjects: A review of fundamentals of refrigeration and electrical fundamentals: A review of heat loss and gain principles; heat pump principles, heat pump application and installation, refrigerant compressors and refrigerant reversing components. Wiring auxiliary heaters, defrost controls and air distribution. Equipment performance, troubleshooting, and customer relationship.				
AHR 1131—Environmental Systems Shop Practice II	3	0	6	5
A continuation of practice on all shop procedures encountered by the student to this point. Work on air conditioning compressors, central installations, and trouble shooting. Sheet metal duct fabrication and installation. Duct insulation materials and procedures. Prerequisites: AHR 1127, AHR 1135				
AHR 1132—Estimating & Contracting	5	2	0	6
Take-off of materials, equipment, and labor. Specifications, plans, contracts, bids, bonds, buying, and selling. Prerequisite: AHR 1131				
AHR 1133—Environmental Systems Shop Practice III	3	0	6	5
A continuation of practice on all shop procedures on all types of refrigeration equipment, installation, troubleshooting, and maintenance. Service procedures on heat pumps, air conditioning units, and domestic heating equipment. Prerequisite: AHR 1131				
AHR 1134—Sheet Metal II	3	0	3	4
All popular types of sheet metal duct-fittings are laid out, cut, formed, and				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
fabricated. Shop procedures are learned and all sheet metal equipment is utilized. The trainee becomes proficient in the use of many hand tools and operations such as seaming, riveting, soldering, shearing, crimping, and measuring are mastered. Prerequisite: AHR 1126				
AHR 1135—Control Systems	3	0	9	6
Review of basic electricity for controls, system components for special applications. Electronic and pneumatic operations. Thermostats, solenoid pressure switches, oil failure controls. Motorized dampers and valves. Installation and service practice. Prerequisite: ELC 1114				
AHR 1138—Codes and Standards	6	0	0	6
N. C. State Code interpretation of minimum standards, provisions, and requirements, methods of installation of air conditioning, heating, and refrigeration equipment as required by N. C. State regulations and Building Codes.				

AUTO BODY REPAIR AND AUTOMOTIVE MECHANICS

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
AUT 1111—Auto Body Repair I	3	0	15	8
Basic principles of automobile construction, design, and manufacturing. A thorough study of the requirements of a metal worker including the use of essential tools, formation of sheet metal into angles and crowns and straightening simple damage. The student applies the basic principles of straightening, shrinking, filling, aligning, and painting of damaged parts.				
Prerequisite: None				
AUT 1112—Auto Body Repair II	5	0	8	11
Development of skills to shrink stretched metal filling and preparation of the metal for painting. Straightening of doors, hoods and deck lids; fitting and aligning of panels. Removal and replacement of outer panels, checking and straightening of damaged frames. Writing of estimates, pricing and ordering of parts and developing the final settlement with customer. Practice of spot repairs and complete repainting of vehicle.				
Prerequisites: AUT 1111, WLD 1101, MAT 1101, ENG 1101				
AUT 1113—Metal Finishing and Painting	5	0	15	10
A continuation of all phases of instruction covered in AUT 1111 and AUT 1112, making the instruction as realistic as possible by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching, and paint problems. Also included in this quarter is AUT 1115, a course in automotive glass and trim.				
Prerequisites: AUT 1112, WLD 1105				
AUT 1113A—Metal Finishing & Painting	2	0	4	3
Realistic auto body repair instruction will be given by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching, and paint problems.				
AUT 1114—Body Shop Applications	3	0	15	8
General introduction and instruction in the automotive chassis and suspension systems, the methods of operation and control and the safety of the vehicle. Unit job application covers straightening of frames and front end alignment. The student applies all phases of training such as writing estimates, parts ordering, repairs, and refinishing of projects.				
Prerequisites: AUT 1113, AUT 1115, BUS 1103				
AUT 1115—Trim, Glass and Upholstery	1	0	6	3
Familiarization of various methods of attaching and removing trim, glass, and hardware. Instruction in proper installation and adjustment of door glasses, aligning and sealing windshields and rear glasses, stressing safety precautions. Instruction in materials and methods used for cleaning interior trim and upholstery. This course is taught in conjunction with AUT 1113.				
Prerequisite: AUT 1112				
AUT 1123—Auto Body Appraisal & Estimating	3	0	9	6
Provide a general knowledge of auto body estimating of damage, repair and replacement of parts and painting of repaired or replaced parts. Use of estimating forms, cost of labor, parts, and painting. Types of estimates required by insurance companies.				
Prerequisites: AUT 1111, AUT 1112, AUT 1113, AUT 1114, AUT 1115				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PME 1101—Internal Combustion Engines	3	0	15	8
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.				
Prerequisite: None				
PME 1102—Engine Electrical and Fuel Systems	5	0	12	9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical systems.				
Prerequisite: None				
PME 1102A—Engine Electrical and Fuel Systems	2	0	4	3
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools and testing equipment for the fuel and electrical systems.				
PME 1121—Braking Systems	3	0	3	4
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment and repair, and safety factors involved.				
Prerequisite: None				
PME 1123—Automotive Chassis and Suspension	3	0	9	6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front alignment, and safety factors involved.				
Prerequisite: None				
PME 1123A—Automotive Chassis and Suspension	2	0	4	3
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front alignment, and safety factors involved.				
PME 1124—Automotive Power Train Systems	3	0	12	7
Principles and functions of automotive power train systems; clutches, transmission gears, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.				
Prerequisite: None				
PME 1125—Auto Servicing I	3	0	9	6
Emphasis is on the shop procedures necessary in “troubleshooting” the various component systems of the automobile. “Troubleshooting” of automotive systems provides a full range of experiences in testing, adjusting, repairing, and replacing components. A close simulation to an actual automotive shop situation will be maintained.				
Prerequisites: PME 1102, PME 1123				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PME 1125A—Auto Servicing I	2	0	4	3
Emphasis is on the shop procedures necessary in “troubleshooting” the various component systems of the automobile. “Troubleshooting” of automotive systems provides a full range of experiences in testing, adjusting, repairing, and replacing components. A close simulation to an actual automotive shop situation will be maintained.				
PME 1188—Small Gasoline Engines	3	3	3	5
Develop basic skills and knowledge in the principles and techniques involved in the operation, maintenance, and repair of small gasoline engines. Safe work habits will be emphasized and quality workmanship developed.				
Prerequisites: PME 1101, DFT, 1101, PHY 1105, PME 1102, PHY 1106				
PME 1188A—Small Gasoline Engines	2	0	4	3
Develop basic skills and knowledge in the principles and techniques involved in the operation, maintenance, and repair of small gasoline engines. Safe work habits will be emphasized and quality workmanship developed.				
PME 1202—Auto Electrical/Electronics	3	0	6	5
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/electronic components, especially the transistor circuits, found on the modern automobile.				
Prerequisite: PME 1102				
PME 1203—Automotive Engine Tune-Up	4	0	12	8
This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveforms of the oscilloscope and other units on the Tune-Up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors, and charging circuits.				
Prerequisite: PME 1102				
PME 1203A—Automotive Engine Tune-up	2	0	4	3
This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveforms of the oscilloscope and other units on the Tune-up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors, and charging circuits.				
PME 1221—Advanced Front Suspension, Alignment and Power Steering	1	0	6	3
Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced.				
Prerequisite: PME 1123				
PME 1224—Advanced Automatic Transmissions	3	0	12	7
This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and				

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit

student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles function, construction, operation, servicing and “troubleshooting” procedures, and repair of various types of automatic transmissions.

Prerequisite: PME 1124

PME 1226—Automotive Servicing II	2	0	6	4
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Emphasis is placed on “troubleshooting” and repairing the various component systems on vehicles provided for general repairs. The student is given in-depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts.

Prerequisite: PME 1125

PME 1227—Emissions Control and Power Plant Trouble Shooting	3	0	6	5
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This course will cover in depth the operation of the PCU System, exhaust emission control systems, evaporative emission control systems, scheduled maintenance operations. Also, the use of all test equipment involved in diagnosing emission control problems will be used by the student.

BUSINESS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*BUS 101—Introduction to Business	5	0	0	5
A survey of the types of business organizations with emphasis on financing, marketing, business law, and internal control and management.				
Prerequisite: None				
*BUS 102—Beginning Typewriting	3	2	0	4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, copy placement, memos, postal cards, business letters, tabulation, and simple reports. The student must type at least 30 gross words a minute on straight copy material for five minutes with a maximum of five errors before entering BUS 103.				
Prerequisite: None				
*BUS 103—Intermediate Typewriting	3	2	0	4
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in styles of business letters, including letters on odd-size stationery and two-page letters; open, ruled and boxed tabulations; telegrams, interoffice memorandums; and other business forms. Upon completion of this course, the student will type at least 40 words a minute on straight copy material for five minutes with a maximum of five errors.				
Prerequisite: BUS 102				
*BUS 104—Advanced Typewriting	3	2	0	4
Emphasis on typing tables with special problems, prepare material for duplication, and type material relevant to a variety of office situations. Upon completion of this course, the student will type at least 50 words a minute on straight copy material for five minutes with a maximum of five errors.				
Prerequisite: BUS 103				
*BUS 106—Beginning Shorthand	3	2	0	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.				
Prerequisite: None				
*BUS 107—Intermediate Shorthand	3	2	0	4
Continued study of theory with greater emphasis on dictation and transcription. Upon completion of the course, the student should be able to take new matter dictation for three minutes at a minimum of 60 words a minutes with 95 percent accuracy.				
Prerequisites: BUS 106, BUS 102, or equivalent				
*BUS 108—Advanced Shorthand	3	2	0	4
Theory and speed building. Emphasis on transcription at the typewriter and correct copy. Upon completion of the course, the student should be able to take dictation of new material for three minutes at a minimum of 70 words a minute with 97 percent accuracy.				
Prerequisite: BUS 107				
BUS 110—Office Machines	2	2	0	3
A general survey of the business and office machines. Student will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, rotary calculators, printing calculators, electronic display calculators, and electronic printing calculators. (Formerly T-BUS 110)				

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Prerequisite: None				
BUS 112—Records Management	3	0	0	3
Provides training in the field of records storage and control. Covers fundamental rules of alphabetic indexing and fundamental principles of filing as applied to both cards and correspondence. Appropriate coverage is given to four basic correspondence filing systems—alphabetic, numeric, subject, and geographic. Materials consist of textbook and practice set for card filing and correspondence filing. (Formerly T-BUS 112)				
Prerequisite: None				
BUS 115—Business Law	5	0	0	5
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (Formerly T-BUS 115)				
Prerequisite: None				
BUS 116—Business Law	5	0	0	5
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. (Formerly T-BUS 116)				
Prerequisite: BUS 115				
BUS 118—Secretarial Accounting	5	2	0	6
Principles, techniques, and tools of the accounting process used by medical, legal, and executive secretaries as they relate to service organizations. Includes banking, payroll accounting, and a culmination of principles learned involving a practice set emphasizing either the medical, legal, or executive field. (Formerly T-BUS 118)				
Prerequisite: None				
*BUS 120—Principles of Accounting	5	2	0	6
A study of the basic accounting concepts, with emphasis on the accounting cycle for single proprietorship. Preparation of journals, ledgers, work sheets, balance sheets, and income statements. Additional time will be devoted to receivables, including interest, inventories, depreciation, and payroll.				
Prerequisite: MAT 110 or MAT 100, or equivalent				
*BUS 121—Principles of Accounting	5	2	0	6
A study of accounting principles as applied to partnership and corporation. An introduction to basic concepts of cost accounting and interpretation of financial statements.				
Prerequisite: BUS 120				
BUS 123—Business Finance	5	0	0	5
A study of the sources and types of short-term and long-term financing available to sole proprietorships, partnerships, and corporations. Emphasis is placed on the business use of financial statements and ratio analysis, working capital management, profit planning and average, and capital budgeting techniques. (Formerly T-BUS 123)				
Prerequisite: BUS 121 or permission of instructor				
BUS 134—Personal Development	3	0	0	3
Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming and methods of personal improvement. (Formerly T-BUS 134)				
Prerequisite: None				

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 183 E,L,M—Terminology and Vocabulary	3	0	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. (Formerly T-BUS 183E,L,M)				
Prerequisite: None				
BUS 204E—Technical Typewriting I	2	2	0	3
Emphasis is placed on the development of individual production rates, accuracy, and proofreading. The student learns the techniques needed in planning and in typing projects that closely resemble the work appropriate to the field of study. These projects include a review of letter styles, different styles of tabulations, manuscripts, and legal documents.				
Prerequisite: BUS 104				
BUS 204L—Technical Typewriting I	2	2	0	3
The legal secretary is introduced to the preparation of various types of client and court documents. Emphasis is placed on the typing of documents correctly, what documents are used, when and by whom. Included are contracts, partnerships, corporations, and auto negligence. Accuracy and proofreading are stressed. Special emphasis is placed on procedures followed in North Carolina.				
Prerequisite: BUS 104				
BUS 204M—Technical Typewriting I	2	2	0	3
The medical secretary is introduced to the completion of various forms used in the medical field. Among these are Patients Records and Ledgers, Doctor's Service Reports, Requests for Payment, Pre-admission and Admission Forms, Patient Index Cards, Transfer Forms, Admission and Discharge Registers, and Analysis of Hospital Services. Emphasis will be placed on the accuracy of terminology and speed in completing the forms.				
Prerequisite: BUS 104				
BUS 205E—Technical Typewriting II	2	2	0	3
Emphasis is placed on increasing an individual's production rate, improving accuracy and improving proofreading ability. The projects are closely related to the appropriate area of study. Included are such items as statistical tabulations, boxed tables, bar graphs, memos, magazine articles, news releases, speeches, telegrams and itineraries.				
Prerequisite: BUS 204E				
BUS 205L—Technical Typewriting II	2	2	0	3
Emphasis is placed on using legal terminology and speed and accuracy in completing legal documents. The documents included are those dealing with wills and probate, criminal action, real estate and bankruptcy. Stress is placed on the procedures followed in North Carolina.				
Prerequisite: BUS 204L				
BUS 205M—Medical Insurance Billing	2	2	0	3
This course is specifically designed for the medical secretary in that it develops knowledge relating to the figuring of doctor and hospital charges and in the preparation of the appropriate claim forms. Insurance forms that are dealt with are Blue Cross/Blue Shield, Workmen's Compensation, Medicare and Medicaid, and Champus. The RVS procedure codes and conversion factors are also covered.				
Prerequisites: BUS 183M, BUS 284M				
BUS 206E,L,M—Dictation and Transcription	3	2	0	4
Develops the skill of taking dictation and transcribing at the typewriter materials				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for three minutes on new material with 98 percent accuracy. (Formerly T-BUS 206E,L,M) Prerequisite: BUS 108				
BUS 207E,L,M—Dictation and Transcription	3	2	0	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for three minutes on new material with 98 percent accuracy. (Formerly T-BUS 207E,L,M) Prerequisite: T-BUS 206				
BUS 208E,L,M—Dictation and Transcription	3	2	0	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for three minutes on new material with 98 percent accuracy. (Formerly T-BUS 208E,L,M) Prerequisite: BUS 207				
BUS 211—Office Procedures	3	2	0	4
Designed to acquaint the student with the responsibilities encountered by a clerical office worker. These include the following: receptionist duties; handling the mail; telegrams; office records; telephone techniques; purchasing of supplies; and duplicating techniques. (Formerly T-BUS 211) Prerequisites: BUS 102, BUS 103				
BUS 212—Transcription Machines I	3	0	0	3
Students will receive training in the operation of dictating and transcribing machines. (Formerly T-BUS 212) Prerequisite: BUS 104				
BUS 212L—Legal Transcription Machines I	3	0	0	3
Students will receive training in the operation of dictating and transcribing machines. Transcribed materials will consist of various legal forms, documents, and letters. (Formerly T-BUS 212L) Prerequisite: BUS 104				
BUS 212M—Medical Transcription Machines I	3	0	0	3
Students will receive training in the operation of dictating and transcribing machines. Various types of medical material will be transcribed including patient case histories, letters, and radiology reports. (Formerly T-BUS 212M) Prerequisite: BUS 104				
BUS 213—Transcription Machines II	3	0	0	3
A continuation of BUS 212 with additional emphasis on the fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and mailability of business correspondence. (Formerly T-BUS 213) Prerequisite: BUS 212				
BUS 214—Office Simulation	3	2	0	4
The role of the secretary and the many responsibilities performed when assisting an executive are stressed through office simulation. Included are the following: word processing, secretarial use of transmittal services, assisting with travel and				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
conferences, expediting meetings, collecting, processing, and presenting business data and office organization. Emphasis is on organizing materials, making decisions, setting priorities for doing work, communication skills, and human relations. (Formerly T-BUS 214)				
Prerequisites: BUS 211, BUS 205, BUS 206				
BUS 214L—Legal Office Simulation	3	2	0	4
The role of the legal secretary and the many responsibilities performed involving the activities in a law office are stressed through office simulation. Includes a comprehensive program touching on four fields of law, i.e., real estate and property transfer, litigation, wills and estates, and corporation and partnerships. Emphasis is on organizing materials, making decisions, setting priorities for doing work, communication skills, and human relations. (Formerly T-BUS 214L)				
Prerequisites: BUS 211, BUS 205, BUS 206				
BUS 214M—Medical Office Simulation	3	2	0	4
The administrative and clinical roles of a medical secretary are stressed through topics such as the following: Medical Ethics, Malpractice, Scheduling Appointments, Handling Patients, Keeping Appropriate Patient Records including pegboard billing and collection procedures, health insurance, and clinical responsibilities. (Formerly T-BUS 214M)				
Prerequisites: BUS 211, BUS 205, BUS 206				
BUS 216—Office Practicum	3	12	0	7
Students are assigned to work in a business, technical, or professional office for a minimum of 12 hours per week. The objective is to provide actual work experience for clerical students and to provide an opportunity for the practical application of skills and knowledge previously learned. An additional three hours per week will be spent in class lectures. (Limited to sixth quarter students.) (Formerly T-BUS 216)				
BUS 219—Credit Procedures	3	0	0	3
A survey of consumer and commercial credit principles and practices with emphasis on the management and analysis of credit, the procedures involved in the extension of credit, the techniques used in the collection process and the legal aspects of the debtor-creditor relationship. (Formerly T-BUS 219)				
Prerequisite: None				
BUS 220—Recordkeeping I	5	2	0	6
Designed to acquaint students with the accounting process involving payroll, merchandise accounting, notes and interest, with application of principles learned. (Formerly T-BUS 220)				
Prerequisite: None				
BUS 221—Recordkeeping II	5	2	0	6
An in-depth study of accounting for purchases and sales, the accounting relationship involving single proprietorship, partnership and corporations, and accrual accounting, with application of principles learned. (Formerly T-BUS 221)				
Prerequisite: BUS 220				
BUS 222—Intermediate Accounting	5	0	0	5
Designed to continue the discussion of topics introduced in the principles level of accounting. Emphasis on mathematical applications, receivables, inventory, investment, and fixed assets. (Formerly T-BUS 222)				
Prerequisite: BUS 121				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 223—Intermediate Accounting	5	0	0	5
Students will receive training in corporation accounting, financial statement analysis, statement of changes of financial position, and coverage liability and miscellaneous subjects. (Formerly T-BUS 223)				
Prerequisite: BUS 222				
BUS 226—Cost Accounting	5	0	0	5
Accounting for the manufacture of products. Non-cost, job order, process, and standard cost systems will be discussed. Capital budgeting and mathematical analysis for decision making will also be introduced. (Formerly T-BUS 226)				
Prerequisite: BUS 121				
BUS 227—Advanced Accounting	5	0	0	5
Special accounting problems of installment and consignment sales, partnerships, home and branch office accounting, consolidations and price-level changes. (Formerly T-BUS 227)				
Prerequisite: BUS 223				
BUS 229—Taxes	5	0	0	5
A basic study of payroll and individual taxes are made at the federal and state level. (Formerly T-BUS 229)				
Prerequisite: BUS 120				
BUS 230—Corporate Taxes	5	0	0	5
Basic studies are made of sole proprietorships, partnerships, and corporations. (Formerly T-BUS 230)				
Prerequisite: BUS 121				
BUS 232—Sales Development	3	0	0	3
The student will identify and define buying motives and the techniques of making a sale. He will also identify the characteristics associated with successful salesmen. (Formerly T-BUS 232)				
Prerequisite: None				
BUS 235—Business Management	5	0	0	5
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements. (Formerly T-BUS 235)				
Prerequisite: Sophomore standing or permission of instructor				
BUS 239—Marketing	5	0	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. (Formerly T-BUS 239)				
Prerequisite: None				
BUS 243—Advertising	3	2	0	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. (Formerly T-BUS 243)				
Prerequisite: BUS 239, BUS 245 or permission of instructor				
BUS 245—Retailing	3	0	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
managerial problems resulting from current economic and social trends. (Formerly T-BUS 245) Prerequisite: None				
BUS 247—Business Insurance	3	0	0	3
A presentation of the basic principles of risk and insurance with emphasis on the nature of risk and risk-bearing types of insurance institutions, the fundamentals of insurance contracts and a survey of the major types of insurance policies. (Formerly T-BUS 247) Prerequisite: None				
BUS 249—Retail Merchandising Management	3	0	0	3
Analyze the organization for buying, what and how much to buy. Topics included are the psychology of dealing with people, vender relations, planning merchandise assortment, inventory, and stock control, pricing. (Formerly T-BUS 249) Prerequisite: BUS 245				
BUS 260—Commercial Display and Design I	2	2	0	3
An introduction to basic layouts and design of commercial displays. Source studies and related texts discussing such design as needed by retail stores, banks, restaurants, motels and various offices, specifying equipment and fixtures required. (Formerly T-BUS 260) Prerequisite: BUS 245				
BUS 262—Fashion in Retailing	3	0	0	3
This course acquaints the student with the relationship between fashion and style. Areas of study include characteristics of styles, fashion trends, coordination; application of color and design analysis. (Formerly T-BUS 262) Prerequisite: BUS 245				
BUS 268—Marketing and Retailing Internship	1	9	0	4
This course contains as a minimum of 110 hours of approved on-the-job work experience related to marketing and retailing jobs. Individual arrangements may be made on a different time basis as approved by the advisor. The employer and the type of work experience must be approved by the advisor. Each student will conduct and make a written report on a practical project related to his internship. (Formerly T-BUS 268) Prerequisites: BUS 249 and BUS 260				
BUS 269—Auditing	5	0	0	5
An introduction to auditing theory and practice covering audits as conducted by independent public accountants. Included are auditing standards, procedures, and professional ethics. (Formerly T-BUS 269) Prerequisite: BUS 223				
BUS 272—Principles of Supervision	3	0	0	3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. (Formerly T-BUS 272) Prerequisite: None				
BUS 284M—Terminology and Vocabulary	3	0	0	3
Greater emphasis on the understanding of the terminology and vocabulary used in various medical specialties. Programmed anatomy material is used to facilitate an understanding of the various systems of the body. (Formerly T-BUS 284M)				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Prerequisite: None				
BUS 1103—Small Business Operations	3	0	0	3
An introduction to the business law, business forms and records, financial problems, ordering and inventorying, layouts of equipment and offices, methods of improving business, and employer-employee relations.				
Prerequisite: None				
BUS 1110—Office Machines	2	2	0	3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and pocket and regular calculators.				
Prerequisite: None				
ECO 108—Consumer Economics	3	0	0	3
A general survey of concepts and applications relating to consumer economics. Covers the major areas of budgeting, buying of quantities and services, consumer credit, income distribution, transfer payments, savings, insurance, investments, housing, taxation, selecting a job and an insight into the business cycle. (Formerly T-ECO 108)				
Prerequisite: None				
*ECO 201—Principles of Economics	3	0	0	3
Survey and description of our economic system; the theory of national income determination; determination of goods and services which make up national income; introduction to basic pricing mechanisms; and introduction to the employment theory.				
Prerequisite: None				
*ECO 202—Principles of Economics	3	0	0	3
A continuation of Economics 201 with emphasis on policy formation, money and banking, and economic growth.				
Prerequisite: ECO 201				
*ECO 203—Principles of Economics	3	0	0	3
A continuation of Economics 202 with emphasis upon the economics of the individual firm and resource allocation.				
Prerequisite: ECO 202				
ECO 1105—Economics	3	0	0	3
Designed to help the student understand present day economic problems. Topics include: production, consumption, exchange and distribution, money and credit, business fluctuations, labor and management relations, and challenges to our system of free enterprise.				
Prerequisite: None				
EDP 104—Introduction to Data Processing Systems	5	2	0	6
Punched card concepts; unit-record machines' principles and procedures; introduction to electronic digital computers with their connected input-output devices; binary and hexadecimal number concepts; and an introduction to flow-charting; and an introduction to simple programming in one programming language.				
Prerequisite to all other programmings with the exception of those students with computer programming (or other relevant) experience and permission of the instructor.				
EDP 105—Assembly Language I	3	4	0	5

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Computer data formats utilizing DC's and DS's; Base-displacement addressing of core storage; the 5 basic instruction formats; integer binary arithmetic; binary arithmetic with rounding; data movement instruction; data translation instruction; input-output instruction (macros); writing of print programs utilizing the card reader and the printer. Prerequisites are either EDP 104 or previous programming experience and the instructor's permission.				
EDP 202—Cobol I	2	4	0	4
This course teaches the basic elements necessary to code programs using sequential data sets (only). The Data Division is treated vigorously. By the end of the course, the students write a print-problem involving several control breaks. Prerequisite is EDP 104 or previous programming experience and the instructor's permission.				
EDP 204—Introduction to Data Processing—Business	3	2	0	4
An overview of the field of electronic data processing. Major topics include historical development, unit record, number systems, basic input-output operations, flow-charting, and an introduction to computer programming. (Formerly T-EDP 204) Prerequisite: None				
EDP 210—Cobol II	2	4	0	4
Table handling; Reading of sequential and indexed-sequential data sets (on IBM disk pack); File maintenance problem; and SORT-verb. NOTE: This course emphasizes program writing and debugging by the students. Prerequisite is EDP 202 (Cobol I) or appropriate programming experience in Cobol and the instructor's permission.				
EDP 211—Cobol III	2	4	0	4
Extensive programming practice in Cobol designed to develop in the prospective programmer facility in coding and debugging Cobol-programs. Prerequisite is EDP 202 (COBOL I) and EDP 210 (COBOL II) or appropriate programming experience in COBOL and the instructor's permission.				
EDP 212—Cobol IV	2	4	0	4
Programming practice in structured programming and program job-streaming. Prerequisites: EDP 202, EDP 210, EDP 211				
EDP 215—Operating Systems	3	2	0	4
General introduction to Job Control Language (JCL); through coverage of the JOB, EXEC, and DD cards in JCL; advanced options available through use of LINKAGE EDITOR; Direct Access storage devices and organization methods; introduction to utilization of the UTILITIES. Prerequisite: EDP 210 (COBOL II). This course must be completed satisfactorily before the student may undertake the Field Project (EDP 223).				
EDP 220—Introduction to Systems Analysis	3	2	0	4
Who a systems analyst is and what he does; Tools of a systems analysis; Standards;				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
File design; Program specification and testing; Feasibility studies; System implementation; Controls and security; Application packages; and Management information systems (MIS). Prerequisites are one year of accounting and either: (a) one quarter of any business-oriented computer language; or (b) EDP 104 (or the equivalent) and the instructor's permission.				
EDP 223—Field Project	2	8	0	5
Students are assigned practical-level problems, which they are expected to program and de-bug in a professional manner. Properly supervised commercial programming work can be used here with the instructor's permission. Normally student will use COBOL in their programs, but special arrangements will be made when possible for students desiring other languages (such as Assembly Language or Fortran IV Language). Prerequisites are Operating Systems EDP 215, and the courses that taught the computer language the student desires to use. NOTE: For those with special needs, special arrangements may be considered. Such student should contact their advisor about this at least one month before they intend to take EDP 223.				
EDP 224—Report Program Generator (RPG)	3	2	0	4
File Description Specifications sheet; Input Specifications sheet; Output Specifications sheet; Introduction to Calculation Specifications sheet; Use of control breaks; Thorough coverage of the Calculation Spec. sheet; Matching with 2 input file (sequential); Table look-up utilizing the File Extension Specification sheet; and Appropriate programming assignments. Prerequisite is EDP 104 or previous programming experience and consent of the instructor.				
EDP 225—Report Program Generator	3	2	0	4
Extensive programming practice in advanced RPG programming introducing the student to the RPG program variations required for the System/3 computer system. Prerequisite is EDP 224 or previous programming experience and permission of the instructor.				

DENTAL EDUCATION

Course Title	Hours Per Week			Quarter
	Class	Lab	Clinical	Hours Credit
DEN 101—Oral Anatomy I	2	3	0	3
Fundamentals in the anatomy, nomenclature, arrangement and structure of the human deciduous and permanent dentitions. Laboratory experiences include examination and identification of teeth, occlusal models, and skulls.				
DEN 102—Oral Anatomy II	4	0	0	4
A study of oral-facial anatomy with emphasis on physiology, histology, and embryology, and selected pathology in the practice of dental hygiene.				
Prerequisites: DEN 101, BIO 121				
DEN 111—Preclinical Dental Hygiene	3	9	0	6
A composite course designed to acquaint the first-year students with the professional responsibilities of the hygienist and her relation to the dental health team. Principles and procedures of oral prophylaxis will be introduced with repetitive practice on the dental manikin and student partners. Proper instrumentation, fulcrum position, sterilization and storage of instruments, taking medical histories, and principles of patient education will be emphasized.				
DEN 112—Clinical Dental Hygiene I	2	9	0	5
Further development of skills in manipulating instruments and materials used in oral prophylaxis and application of clinic procedures at the chair. Proficiency in charting existing oral conditions, oral inspection, fluoride, and instrument sharpening will be emphasized.				
DEN 113—Clinical Dental Hygiene II	2	9	0	5
Continuation of DEN 112, with greater emphasis on handling the patient with special problems.				
DEN 121—General and Oral Pathology	3	0	0	3
Study of general and oral pathology with emphasis on therapy of disease conditions the dental hygienist may encounter in practice.				
DEN 125—First Aid and Dental Emergencies	1	2	0	2
A standard first-aid course which is extended to include the role of the hygienist in dental office emergencies.				
DEN 135—Dental Health Education	2	0	0	2
This course is designed to stimulate and motivate the student to provide dental health information and to educate patients and the community. It includes methods and materials that are effective in teaching dental health in an office and in dental health programs. Class projects include organizing dental health programs for student teaching in public school classrooms, and using self-designed audio-visual aids.				
DEN 204—Chairside Assisting	0	3	0	1
The relationship of the dental health team with emphasis on techniques of dental assisting.				
DEN 205—Dental Hygiene Seminar	2	0	0	2
Designed to summarize and correlate the course contents of the previous quarters. The class will study the changing role of the dental hygienist.				
DEN 212—Dental Radiology I	2	6	0	2
Study of the principles related to the exposing, processing, identification, and mounting of x-rays, using both the parallel and bisecting angle techniques. This course further includes emphasis on radiation safety standards and laboratory experiences will include practice in both intra-oral and extra-oral techniques.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Prerequisites: DEN 101, DEN 102				
DEN 213—Dental Radiology II	1	0	0	1
Continuation of DEN 212, radiographs will be taken in the clinical hygiene lab so that they can be part of the total patient care.				
Prerequisite: DEN 212				
DEN 214—Clinical Dental Hygiene III	2	12	0	3
Continuation of DEN 113. Nutritional Counseling and the Caries Etiology Tests will be emphasized.				
DEN 215—Clinical Dental Hygiene IV	2	12	0	6
Further clinical experiences in oral hygiene procedures with emphasis on development of self-direction in evaluation procedures. Techniques and theory of root planing will be taught along with taking blood pressure, giving a stannous fluoride, and performing a cytological smear.				
DEN 216—Clinical Dental Hygiene V	1	12	0	5
Continuation of DEN 215 with broadened experiences in clinical practice. More emphasis will be placed on Periodontal charting, indices, and the ultrasonic scaler.				
DEN 217—Clinical Dental Hygiene VI	1	12	0	5
Continuation of DEN 216.				
DEN 222—Periodontology I	2	0	0	2
Study of the periodontium and periodontal pathology. Emphasis will be placed on the role of the dental hygienist in the treatment and prevention of periodontal disease.				
DEN 223—Periodontology II	2	0	0	2
Continuation of DEN 222 with reinforcement through clinical application.				
Prerequisite: DEN 222				
DEN 225—Dental Specialties	2	0	0	2
A course designed to give the student an introduction to the dental specialties; Oral Surgery, Endodontia, Pedodontia, Prosthodontia, Orthodontia, Periodontia, and Operative Surgery.				
DEN 226—Community Dentistry I	2	3	0	3
A course designed to introduce the hygienist to community dentistry and dental public health. The laboratory periods consist of actual experience in the field: Public Health Organizations, Armed Forces Dental Clinics, Nursing Homes, and Private Dental Offices.				
DEN 227—Community Dentistry II	0	3	0	1
A continuation of DEN 226 with emphasis on completion of a dental public health program begun in DEN 226.				
DEN 228—Dental Office Management	2	0	0	2
Administration of the dental office covering various phases of practice such as methods of record keeping, billing, inventory records, ordering of equipment and supplies, and dental economics.				
DEN 229—Dental Ethics and Jurisprudence	2	0	0	2
A study of ethics and law as it pertains to the practice of dental hygiene generally and specifically within the State of North Carolina.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DEN 234—Dental Materials	2	3	0	3
Identification and study of materials commonly used in the dental office with principles and procedures related to their manipulation and care. Special emphasis is placed on those materials associated with the responsibilities of the hygienist.				
Prerequisite: CHE 105				
DEN 255—Dental Pharmacology	4	0	0	2
Study of pharmacology with emphasis placed on those drugs used in dentistry and those commonly used by the patients which require special procedures in the dental office.				
Prerequisite: CHE 105				
DEN 1001—Introduction to Dental Assisting	2	0	0	2
An introduction to the history of dental assisting, the modern role of the dental assistant in practice and in relation to other members of the dental health team, dental terminology, and the personal and ethical requirements for safe and effective practice.				
Prerequisite: None				
DEN 1002—Dental Materials	2	0	9	5
Identification of dental materials, characteristics of each, evaluation of quality, and principles and procedures related to manipulation and storage of various dental materials.				
Prerequisite: None				
DEN 1003—Dental Anatomy	3	0	0	3
Basic information of oral and dental anatomy as related to dental science and the practice of dental assisting.				
Prerequisite: None				
DEN 1004—Preclinical Sciences	4	0	0	4
Fundamental information from oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant. Designed in four units to permit flexibility in scheduling.				
Prerequisite: DEN 1003				
DEN 1005—Dental Office Management I	3	0	0	3
Fundamentals of accounting as applied to dental office procedures. Practice in application of principles to various forms commonly used in dental office.				
Prerequisite: None				
DEN 1006—Clinical Procedures I	3	0	6	5
Principles and procedures related to dental instruments and equipment, and chairside techniques of dental assisting with emphasis on four-handed dentistry.				
Prerequisite: DEN 1002				
DEN 1007—Clinical Procedures II	3	6	0	6
Role of the dental assistant in various dental specialties, such as endodontics, periodontics, prosthodontics, and oral surgery.				
Prerequisite: DEN 1006				
DEN 1008—Dental Office Management II	2	0	3	3
Principles and procedures related to management of the dental office, including maintenance of inventories, ordering of supplies, patient records, financial records, making appointments, and establishing favorable patient relations.				
Prerequisite: DEN 1005				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DEN 1009—Dental Office Practice I	0	0	16	5
Introduction to practice in the dental office or dental clinic, emphasis is on the role of the dental assistant in the operatory in a variety of dental procedures.				
Prerequisite: DEN 1006				
DEN 1010—Dental Office Practice II	0	0	24	8
Practice in the dental office or dental clinic; rotation of assignments to encompass experience in office management, the dental laboratory, and the operatory. Emphasis on chairside assisting including expanded duties in a variety of clinical procedures.				
Prerequisite: DEN 1009				
DEN 1011—Dental Assistant Seminar	2	0	0	2
Study of personal responsibilities as a member of the dental health team, including employee-employer relations, opportunities for continued personal and professional development.				
Prerequisites: DEN 1007, DEN 1008, DEN 1012				
DEN 1012—Dental Roentgenology	2	0	6	4
Study of principles related to exposing, processing, and mounting dental x-ray. Radiation hazards and safety measures employed for protection of patient and self are stressed.				
Prerequisite: None				
DEN 1013—Oral Health Education	1	2	0	2
Designed to present information on deposits and stains, dental caries, and periodontal disease as related to prevention and control with emphasis on development of self confidence in interpreting dental health information and in demonstrating techniques to individuals and groups.				
Prerequisite: None				

DRAFTING

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
DFT 101—Technical Drafting	2	6	0	4
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. (Formerly T-DFT 101)				
Prerequisite: None				
DFT 102—Civil Drafting	2	6	0	4
Introduction to drawing associated with surveying technology. Topics covered include: preparation of real estate plats as required for deed registration; topographic maps; contours; highway plan and profiles; and earthwork. Drawings are done in pencil and in ink on paper, cloth, and plastic film. (Formerly T-DPT 102)				
Prerequisite: DFT 101				
DFT 1101—Schematics and Diagrams	3	2	0	4
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.				
Prerequisite: None				
DFT 1109—Electrical Blueprints and Layouts	3	0	0	3
Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans.				
Prerequisites: ELC 1112, ELC 1127				
DFT 1110—Blueprint Reading: Building Trades	0	0	3	1
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.				
Prerequisite: None				
DFT 1110A—Blueprint Reading: Building Trades	3	0	3	4
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.				
DFT 1111—Blueprint Reading & Sketching	0	0	3	1
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches, and cavity wall construction. Development of proficiency in making three view and pictorial sketches.				
Prerequisite: DFT 1110				
DFT 1112—Blueprint Reading and Sketching	0	0	3	1
Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work.				
DFT 1117—Blueprint Reading: Welding	0	0	3	1
A thorough study of trade drawings in which welding procedures are indicated.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Interpretation, use and application of welding symbols, abbreviations, and specifications.				
DFT 1118—Pattern Development	0	0	4	1
Continued study of welding symbols; methods used in layout of sheet metal; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: DFT 1180				
DFT 1121—Drafting	3	0	12	7
A course designed to provide a fundamental knowledge of the principles of drafting. The basic skills and techniques of drafting expression, sketching, lettering, and use of instruments and equipment are stressed. Geometrical construction, orthographic drawing, paraline drawing, and projection problems are studied. The principles of isometric, oblique and perspective drawings are introduced. Graphic symbols common to the various construction trades are stressed to enable one to interpret construction drawings and prints. Various methods of reproduction will be introduced. Prerequisite: None				
DFT 1121A—Drafting I	3	0	3	4
A course designed to provide a fundamental knowledge of the principles of drafting. The basic skills and techniques of drafting expression, sketching, lettering, and use of instruments and equipment are stressed. Geometrical construction, orthographic drawing, paraline drawing, and projection problems are studied.				
DFT 1141—Architectural Drafting & Design I	3	0	15	8
A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied. Drafting expression with the basic control of line quality and technique is stressed. Emphasis is placed on the student to express and produce numerous construction details using appropriate symbols and conventions on a professional level. The study of sketching and architectural lettering is continued. Prerequisites: DFT 1121, DFT 1144				
DFT 1141A—Architectural Drafting	3	0	3	4
A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied.				
DFT 1142—Architectural Drafting & Design II	3	0	15	8
The study of typical architectural details and techniques relative to the preparation of detailed working drawings. Using preliminary sketches, the student as an individual or in group participation will proceed and complete a full set of working drawings, on a professional level, of a small light-framed building. Use of appropriate drafting expression and techniques will be stressed. Prerequisites: DFT 1141, DFT 1143				
DFT 1143—Mechanical Equipment of Buildings	4	0	0	4
A very general study of the heating, air conditioning, electrical and plumbing equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures as related to mechanical equipment will be reviewed. Reading and interpretation of mechanical working drawings will be required by the student to familiarize him with various graphic techniques. Prerequisites: DFT 1144				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DFT 1144—Materials & Methods of Construction	4	0	0	4
General study of basic materials and methods used in the construction of architectural structures will be studied. Field trips to construction sites, fabrication shops, and material producers coupled with the study of material specifications and techniques of construction.				
Prerequisite: None				
DFT 1145—Codes, Contracts, and Specifications	4	0	0	4
A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of owner-architect-contractor responsibilities, duties, and mutual protection.				
Prerequisites: DFT 1141, DFT 1143, DFT 1144				
DFT 1146—Construction Estimating	3	0	0	3
Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study materials take-off, labor take-off, sub-contractor's estimates, overhead costs, bid, and contract procedures. Detailed inspection at the construction by comparing finished work to the specifications.				
Prerequisite: DFT 1145				
DFT 1147—Architectural Drafting III	3	0	12	7
The application of drafting techniques in land surveys, topographic surveys, and work involving roads, buildings, and elevations as related to architectural working drawings. The study and drawing of structural plans, details, and shop drawings of the various structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the topographic and structural draftsman will be included.				
Prerequisites: DFT 1142, MAT 1102				
Co-Requisite: CIV 1101				
DFT 1148—Structural Systems	1	0	6	3
A comparative study of structural systems including timber, steel, and concrete with emphasis upon structural behavior, economics, and drafting room production of structural drawings.				
Prerequisites: DFT 1121, DFT 1141				
DFT 1180—Trade Drafting & Sketching	0	0	6	2
This course is designed as an introductory course in drafting for students requiring a knowledge of mechanical drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain the basic skills in drawing with instruments, lettering, geometrical construction, freehand sketching, and describing objects orthographically with principal views. Use of instruments and orthographic projection emphasized.				
Prerequisite: None				
DFT 1180A—Trade Drafting and Sketching	3	0	3	4
This course is designed as an introductory course in drafting for students requiring a knowledge of mechanical drawing principles and practices for reading and describing objects in the graphic language. Use of instruments and orthographic projection emphasized.				
Prerequisite: The student must have a general working knowledge of drafting or mechanical drawing.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	

**DFT 1181—Mechanical/Electrical Blueprints
and Layouts**

	2	0	3	3
Provides a basic working knowledge of how to read mechanical blueprints, symbols, and details of mechanical construction. Planning and estimating mechanical requirements from plans. How to draw mechanical layouts on blueprints and electrical layouts.				

ELECTRICAL

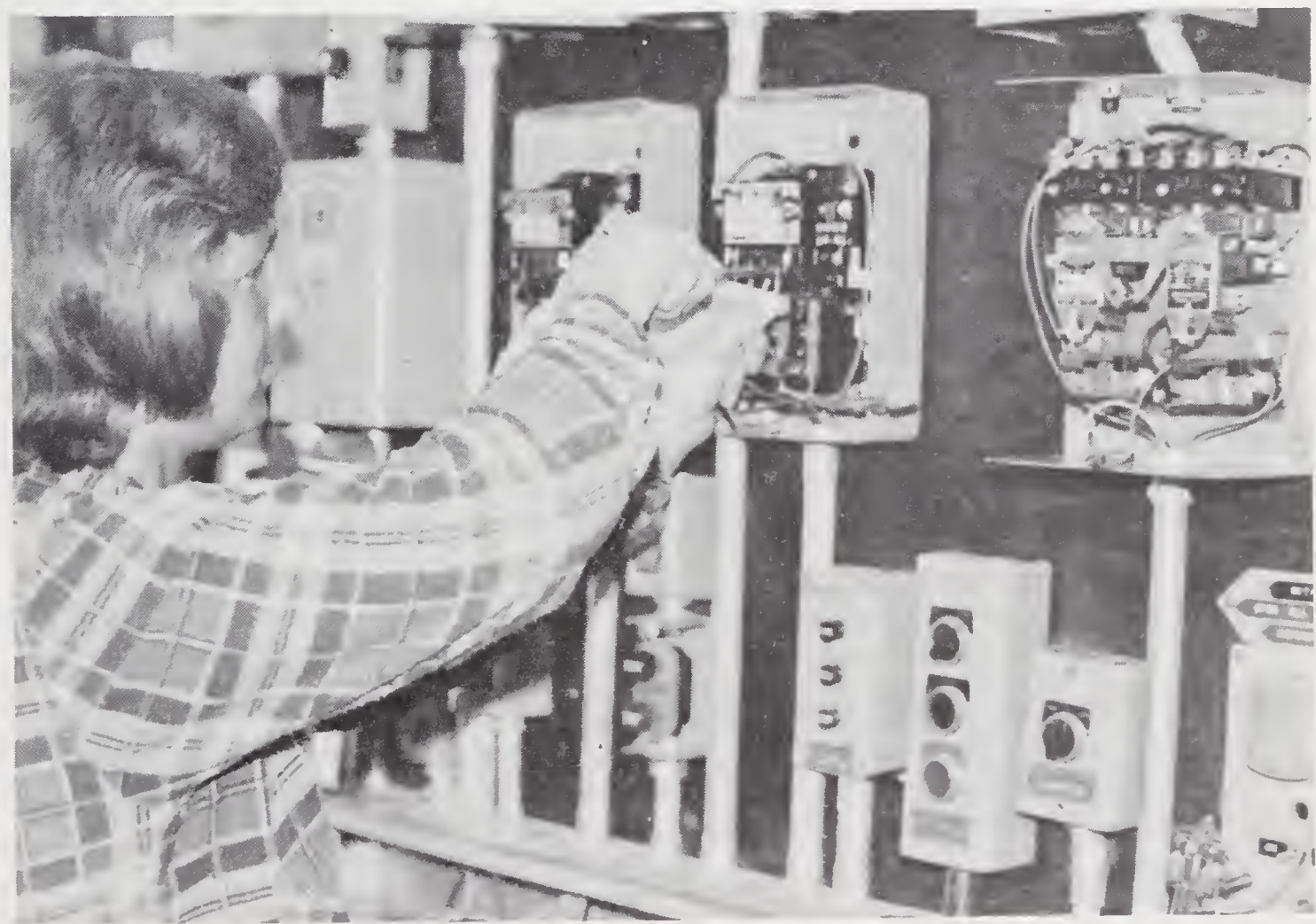
Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
ELC 1101—Basic Electricity	3	0	0	3
A study of basic electricity and the electrical systems, single phase and three phase power, their voltages and uses. Types of electrical circuits and their control devices. Electrical materials and tools. The National Electrical Code requirements as applied to branch circuits and their over-current protective devices. Practical application of basic electrical circuits, troubleshooting, and repair of circuits. Prerequisite: None				
ELC 1102—Basic Electricity	3	0	3	4
An introduction to electron theory and basic electricity will be presented followed by Ohm's and Kirchhoff's Laws for A.C. and D.C. Circuits. A.C. and D.C. circuit construction and calculation will be covered in detail. Magnetic and electromagnetic characteristics followed by A.C. and D.C. motor principles will also be presented.				
ELC 1112—Electrical Theory	5	0	9	8
A study of the Electron Theory and Magnetism. The relationship between voltage current and resistance. Electrical terms and symbols. Basic electrical—series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye & delta) Prerequisite: None				
ELC 1113—Electric Motors & Controls	7	0	12	11
Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and troubleshooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors. Prerequisites: ELC 1112, ELC 1126, DFT 1109, ELC 1124, ELC 1125				
ELC 1113A—Electric Motors and Controls	3	0	3	4
Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and troubleshooting, repair of controllers and control devices. Calculations of motor circuits based on the N.E.C. Prerequisite: The student must have a general working knowledge of the electrical field and the National Electrical Code.				
ELC 1114—Electric Motors and Controls	5	0	6	7
Electric Motors and Controls provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, multi-motor operations, maintenance and troubleshooting, repair of controllers and control devices. Types of electrical motors, single and three phase. Maintenance and repair of electrical motors. Prerequisite: ELC 1102				
ELC 1124—Residential Wiring I	5	0	6	7
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1127				
ELC 1125—Residential Wiring II	2	0	6	4
Provides instruction and application in the installation of electrical requirements in				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109				
ELC 1126—National Electrical Code	6	4	0	8
Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code. Prerequisites: ELC 1112, MAT 1115, ELC 1127				
ELC 1126A—National Electric Code	3	0	3	4
This course is designed to prepare the student for the State Electrical Examinations. Provides a general review of the code. Calculations on electrical problems and circuits. Prerequisite: The student must have a general working knowledge of the electrical code or employed in the electrical field.				
ELC 1127—Electrical Materials and Tools	0	0	3	1
Provides instruction in the knowledge and use of electrical hardware and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. Prerequisites: None				
ELC 1128—Commercial/Industrial Installations	8	0	18	14
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial/industrial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1113, ELC 1124, ELC 1125				
ELC 1137—National Electric Code for Limited Restricted License	6	0	0	6
Provides a working knowledge of the national electric code, methods of calculation electrical problems, grounding and bonding problems, wiring methods and terminations, boxes, fitting and overcurrent protection devices, general code requirements of installations. Prerequisite: None				

ELECTRONIC SERVICING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELN 1112—Direct and Alternating Current	7	0	15	12
A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchoff's Law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis.				
Prerequisite: None				
ELN 1112A—Alternating Current	3	0	3	4
Fundamental concepts of A/C current flow, a study of reactance, impedance, phase angle, power and alternating current circuit analysis.				
ELN 1112B—Direct Current	3	0	3	4
Fundamental concepts of D/C circuits by Ohms Law. Sources of direct current potentials.				
ELN 1122—Vacuum Tubes and Circuits	5	0	9	8
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum biodes, triodes, pentodes, tetrodes, and special purpose tubes. The principles of radio and amplifier circuits using special purpose tube types. A study of power supplies and basic test equipment circuitry is included.				
ELN 1122A —Vacuum Tubes and Circuits	3	0	3	4
A study of the theory, characteristics, and operation of vacuum biodes, triodes, pentodes, tetrodes and special purpose tubes. Power supplies and basic test equipment used.				
Prerequisite: ELN 112A-B or student must have a general working knowledge of the field or working in the electronic field.				
ELN 1123—Introduction to Television	2	0	6	4
The theory and circuitry of monochrome television.				
Prerequisites: ELN 1122, ELN 1125, MAT 1116				
ELN 1123A—Introduction to Television	3	0	3	4
The theory and circuitry of monochrome television.				
Prerequisites: The student must have a general knowledge of the field or working in the field of electronics.				
ELN 1124—Servicing Home Entertainment				
Electronic Devices	2	0	6	4
The principles and techniques of servicing radio receivers including AM, FM, and stereo. Tape recorders, amplifiers, and record player servicing are covered. Proper use of test equipment for diagnosis, alignment, and repairs are stressed.				
Prerequisites: ELN 1122, ELN 1123				
ELN 1124A—Servicing Home Entertainment				
Centers	3	0	3	4
The principles and techniques of servicing radio receivers AM/FM, tape recorders, etc. Proper use of test equipment for diagnosis, alignment, and repair.				
Prerequisite: The student must have a general working knowledge of the field or working in the electronic field.				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELN 1125—Transistor Theory and Circuits I	2	0	6	4
Transistor theory, physics, characteristics, and their applications in radio receivers and audio amplifier circuits.				
Prerequisites: ELC 1112, MAT 1115				
ELN 1125A—Transistors Theory and Circuits	3	0	3	4
Transistor concepts and their application in radio receivers and audio amplifier circuits.				
Prerequisite: The student must have a general working knowledge of the field or working in the electronic field.				
ELN 1126—Transistor Theory and Circuits II	2	0	9	5
The theory and application of recent semi-conductor developments including zener diodes, tunnel diodes, field effect transistors, silicon controlled rectifiers, break over diodes (diacs), unijunction transistors and triacs.				
Prerequisites: ELN 1125, ELC 112, MAT 1115				
ELN 1127—Television Receiver Circuits and Servicing	10	0	15	15
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment troubleshooting and repair of the color television circuits.				
Prerequisites: ELN 1123, ELN 1122, ELN 1124, ELN 1125, ELN 1126, MAT 1116				



ENGLISH

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Developmental English consists of a series of courses designed for students who need to improve grammar and composition skills. All students recommended for Developmental English should take ENG 97, 98, and 99; however, ENG 99 is optional for students in the Secretarial Science Program.				
Students who score below the 40th percentile on the English and reading part of the CGP must take Developmental English. Students who have been away from school for some time or who did not perform well in high school English courses, are encouraged to take Developmental English as a review before attempting T-ENG 100, T-ENG 101, or ENG 101.				
ENG 71—Basic Reading/Communication I	10	0	0	(10)
This course is designed to improve students' Basic Reading and Communication Skills and to provide opportunities for the practice of those skills.				
Prerequisite: None (non-credit)				
ENG 72—Basic Reading/Communication II	10	0	0	(10)
A continuation of English 71.				
Prerequisite: English 71 (non-credit)				
ENG 73—Basic Reading/Communication III	10	0	0	(10)
A continuation of English 72 with emphasis on writing skills.				
Prerequisite: English 72 (non-credit)				
ENG 74—Basic Reading/Communication IV	10	0	0	(10)
A continuation of English 73.				
Prerequisite: ENG 73 (non-credit)				
ENG 75—Basic Reading/Communication V	10	0	0	(10)
A continuation of English 74				
Prerequisite: ENG 74 (non-credit)				
ENG 92—Developmental Reading I	5	0	0	(5)
A laboratory approach to reading development. Emphasis is placed on vocabulary building, spelling, comprehension, and study skills. Following the determination of areas of deficiency, the instructor will prepare individualized reading development programs designed to meet students' needs.				
ENG 93—Developmental Reading II	5	0	0	(5)
A continuation of English 92 with emphasis on further development of vocabulary and spelling skills. Taught in a laboratory setting.				
ENG 94—Developmental Reading III	5	0	0	(5)
A continuation of English 93 with an emphasis on rate and critical reading skills. Some paperbacks will be included in this course for reading and discussion.				
ENG 95—Developmental Reading IV	5	0	0	(5)
A continuation of English 94. Advanced study of reading and study skills with emphasis on the critical reading and comprehension of more complex material.				
ENG 97—Grammar and Composition I	5	0	0	(5)
Students review fundamental principles of grammar, usage, and punctuation and begin applying these principles to a variety of writing experiences. Students receive individual as well as group instruction in a semi-laboratory setting.				
ENG 98—Composition II	5	0	0	(5)
A continuation of English 97 in which students receive extensive practice in writing				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
logical, unified, coherent paragraphs in preparation for College Transfer and Technical English courses. Prerequisite: English 97				
ENG 99—Composition III Continuation of English 98 includes an introduction to essay-length papers. Prerequisite: English 98	5	0	0	(5)
ENG 100—Secretarial Grammar Required of all beginning secretarial and general technology students. Special emphasis is placed on grammar, spelling, punctuation, diction, and sentence structure. (Formerly T-ENG 100) Prerequisite: ENG 97 or equivalent NOTE: ENG 97 is required for all students who score below the 40th percentile in English on the CGP. Secretarial students who score above the 40th percentile may wish to take ENG 97 as a review for T-ENG 100.	3	0	0	3
*ENG 101—English Composition Organizing and developing essays with a brief review of the elements of grammar. Prerequisite: A “C” average or better in ENG 97-99 and/or a score of 70 percent or higher on the ENG 101 entrance exam. In addition to the entrance exam, all students are required to take an exit exam at the end of the course; students who fail the exit exam must repeat the course.	3	0	0	3
*ENG 102—English Composition Composition of the research paper and a study of the elements of fiction in the short story and the novel. Prerequisite: ENG 101	3	0	0	3
*ENG 103—English Composition A study of poetry and drama. Prerequisite: ENG 102	3	0	0	3
*ENG 111—Advanced Reading An advanced reading course to increase rate, skimming and scanning skills, critical reading, and vocabulary. Taught in a self-paced individualized setting. Recommended for those who wish to develop advanced reading techniques. Prerequisite: Permission of the instructor and/or ENG 92	3	0	0	3
ENG 121—Grammar and Composition I Designed to aid the student in the improvement of self-expression. The approach is functional with an emphasis on the use of proper grammar in written communication. Intended to prepare the student for day-to-day situations in business, industry, and social life. (Formerly T-ENG 101) Prerequisite: ENG 99 or equivalent	3	0	0	3
ENG 122—Grammar and Composition II A continuation of ENG 121. Emphasis is placed on applying the basic concepts of correct diction and grammar in the writing of essays and reports. (Formerly T-ENG 102) Prerequisite: ENG 121	3	0	0	3
ENG 123—Technical Writing Designed to develop the appropriate style for business and technical writing.	3	0	0	3

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Practical application includes the writing of business letters, the resume, and a technical or business report. (Formerly T-ENG 103) Prerequisite: ENG 122				
ENG 124—Secretarial Composition	3	0	0	3
Designed to aid the secretarial and general office students in the improvement of self-expression in business writing. Emphasis is placed on applying correct diction and proper grammar to the organization of the written composition. (Formerly T-ENG 104) Prerequisite: ENG 100				
*ENG 210—Creative Writing	3	0	0	3
A course geared to the needs and interests of student writers, covering form, style, and the techniques of the discipline, with special exercises adapted to the abilities of individual students. Prerequisite: ENG 103 or permission of the instructor				
ENG 224—Oral Communication	3	0	0	3
A study of the basic concepts and principles of oral communication to enable the student to speak more effectively. Emphasis is placed on logical organization and effective presentation of ideas. Attention is given to a variety of speaking situations in which the student may find himself when he enters the business world. (Formerly T-ENG 204) Prerequisite: ENG 100 or ENG 121				
ENG 226—Business Communication	3	0	0	3
Develops skills in the techniques of writing business communications. The major types of business letters are discussed with emphasis on communicating the purpose of each type of letter. The student is required to compose, to type, and to proofread many types of letters. Required of all general office technology and secretarial students. (Formerly T-ENG 206) Prerequisite: ENG 104				
ENG 1101—Reading Improvement	3	0	0	3
Designed to improve the student's efficiency and comprehension skills in reading. Time is also devoted to developing effective study habits. This course is required for all vocational students who scored below a 9th grade reading level on the entrance exam. Prerequisite: None				
ENG 1102—Professional Communication I	3	0	0	3
Primarily a composition course emphasizing sentence structure, paragraph construction, and the business letter.				
ENG 1103—Professional Communication II	3	0	0	3
Designed to improve the student's skills in oral communication in both occupational and personal situations.				
*JOR 211—Introduction to Mass Communication	5	0	0	5
Theory, structure, content, functions and audiences of the mass communication media in contemporary life. The historical development of the mass media, examining social and technological influences on current practices. Critical evaluation of the roles in media in providing news, opinions, entertainment and advertising.				

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Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
*JOR 212—Journalistic Writing	3	2	0	5

Fundamentals of new style, reporting, and ethics. Emphasis on journalistic elements, writing techniques, and story structure. Classroom discussion, laboratory writing, and seminars will cover material ranging from news, pictures, editorials, and sports copy to page make-up, headline writing, and copy editing. Students can receive training on a college publication.

Prerequisite: ENG 103

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FINE ARTS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ART 101—Art Appreciation An introduction to the visual arts: a survey of the major art periods from prehistorical to modern.	5	0	0	5
ART 111—Drawing I A basic course in drawing exploring various media in drawing; still lifes, landscapes, and figures.	0	6	0	3
ART 112—Drawing II An introduction to an independent approach to drawing. Prerequisite: ART 111.	0	6	0	3
ART 113—Drawing III A continuation of ART 112. Prerequisite: ART 112.	0	6	0	3
ART 121—Figure Drawing I An introduction to drawing from the model using various media.	0	6	0	3
ART 122—Figure Drawing II An exploration of individual approaches to drawing from the model. Prerequisite: ART 121.	0	6	0	3
ART 123—Figure Drawing III A continuation of ART 122. This course may be repeated for additional credit with the permission of the instructor. Prerequisite: ART 122.	0	6	0	3
ART 131—Color and Design An introduction to color theories and two dimensional design.	0	6	0	3
ART 141—Three Dimensional Design A basic course in the fundamentals of three dimensional design.	0	6	0	3
ART 151—Photography An introduction to the equipment, materials, and basic techniques of photography.	0	6	0	3
ART 201—Ceramics I A basic course in investigating handbuilt and wheel forms with an introduction to kiln firing.	0	6	0	3
ART 202—Ceramics II A continuation of wheel thrown forms emphasizing various glazing and decorating techniques. Prerequisite: ART 201.	0	6	0	3
ART 203—Ceramics III An independent approach to wheel forms and sculptured firings. Prerequisite: ART 202.	0	6	0	3
ART 221—Sculpture Survey I An introduction to sculptural materials, tools, and major techniques. Prerequisite: ART 141.	0	6	0	3
ART 222—Sculpture Survey II A concentrated exploration in one or more sculptural forms. Prerequisite: ART 221.	0	6	0	3
ART 223—Sculpture Survey III A continuation of ART 222. Prerequisite: ART 222.	0	6	0	3
ART 241—Printmaking Survey: Intaglio I An introduction to the Intaglio printing processes, including etching, aquatint, sugarlift, and soft-ground. The course explores various tools, materials, and	0	6	0	3

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
techniques. Prerequisite: ART 111, 121, 131.				
ART 242—Printmaking Survey: Intaglio II	0	6	0	3
A continuation of ART 241. Prerequisite: ART 241.				
ART 246—Printmaking Survey: Lithography I	0	6	0	3
A basic course in lithographic prints on aluminum plates and stone. Prerequisite: ART 111, 121, 131.				
ART 247—Printmaking Survey: Lithography II	0	6	0	3
A continuation of ART 246. Prerequisite: ART 246.				
ART 251—Printmaking Survey: Serigraphy I	0	6	0	3
An introduction to basic serigraphic techniques, including traditional tusche and glue and hand-cut paper stencil processes. Prerequisite: ART 111, 121, 131.				
ART 252—Printmaking Survey: Serigraphy II	0	6	0	3
A continuation of ART 251. Prerequisite: ART 251.				
ART 261—Painting Survey I	0	6	0	3
A survey of major painting techniques using various media. Prerequisite: ART 111, 121, 131.				
ART 262—Painting Survey II	0	6	0	3
A course emphasizing individual expression with choice of media. Prerequisite: ART 261.				
ART 263—Painting Survey III	0	6	0	3
A continuation of ART 262. Prerequisite: ART 262.				
ART 281—Art History I	3	0	0	3
A survey of the visual arts from the ancient to the medieval period.				
ART 282—Art History II	3	0	0	3
A survey of the visual arts from the Renaissance to the Baroque Period. Prerequisite: ART 281.				
ART 283—Art History III	3	0	0	3
A survey of the visual arts of the modern period, including American art forms. Prerequisite: ART 282.				
ART 294—Art History IV	3	4	0	5
A study of the visual arts involving travel to observe original works first hand.				
*DRA 201—Acting	3	0	0	3
A study of the basic principles underlying the acting art; development of stage techniques through the training of body and voice as instruments of expression.				
*DRA 202—Intermediate Acting	3	0	0	3
A continuation of Drama 201, with emphasis on acting in scenes to develop truth in character, timing, stag communication and conflict.				
Prerequisite: DRA 201 or permission of instructor				
*DRA 203—Advanced Acting	3	0	0	3
Intensive application of acting techniques through advanced study and performance of selected scenes involving problems of style in a wide range of dramatic materials.				
Prerequisite: DRA 202 or permission of instructor				
*DRA 204—Stage Makeup	2	0	0	2

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
An introduction to the fundamental principles and techniques of theatrical makeup.				
*DRA 205—Drama Practicum	5	0	0	1
This course is designed to introduce to the student phases of planning and execution of production functions, through work on the current production. This course may be taken twice for credit.				
*DRA 210—Introduction to the Theatre	5	0	0	5
A survey of the history of the theatre beginning with the Greek and continuing with the development of drama to its present stage.				
Prerequisite: None				
*DRA 211—Literature of the Theatre	5	0	0	5
Critical analysis of related dramatic works designed to develop appreciation and understanding of drama as a literary form. Significant plays, from classic through contemporary, that make up the literature of the theatre will be studied.				
*MUS 101—Music Appreciation	5	0	0	5
Introduction to the basic materials of music and the utilization of these materials in the understanding and enjoyment of music of different styles and periods. Emphasizes development of aural awareness.				
Prerequisite: None				
*MUS 102—Twentieth Century Music	5	0	0	5
A survey course for the general student designed as a study of twentieth century music literature, including works by Debussy, Schoenberg, Stravinski, Barok, Hindemith, Coplan, Britten, Babbitt, and others. The course will concentrate on listening experiences, new techniques and their artistic premises, and major trends of the century, including the growth of jazz.				
*MUS 103—Beginning Music Skills	5	0	0	5
A general survey of the basic materials of music, including notation, listening experiences, sight-singing, keyboard and related activities. The course is designed for general students who wish to increase their knowledge of music and for music students who wish to prepare for MUS 204—Music Theory I.				
Prerequisite: None				
*MUS 106—CCCC Chorus	0	3	0	1
Open to all students. The performance of choral works form popular and classical sources with an emphasis on improving the student’s ability to read and sing music. Chorus can be taken each quarter up to six quarter hours credit. Three hours per week.				
*MUS 201—Music in America	5	0	0	5
A survey of music and the people involved in the musical practices in America from colonial times to the present. Emphasis is placed on those inherent qualities which have permeated this country’s serious and popular music over the past three centuries. No musical background necessary. Offered alternate years.				
*MUS 202—History of Jazz	5	0	0	5
A study of the major elements of jazz concentrating on its culture and historical evaluation techniques, styles and performers are also emphasized. Illustrated by musical examples through recording and other audiovisual devices. No previous knowledge of music required.				
*MUS 203—Music of the Theatre	5	0	0	5
A survey of music literature for the general student. Selected works from the field of opera, vocal music and Broadway plays. Emphasis on style and authentic				

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performance practices.

***MUS 204—Music Theory I** 3 2 0 3

An elementary course in music theory and the principles underlying all music, including music terminology, notation, harmony melody, and rhythm. Development of sight-singing, beginning with thorough oral training in scales, intervals, and rhythmic patterns. Designed for Pre-Music students.

***MUS 205—Music Theory II** 3 2 0 3

A continuation of MUS 204, including the writing of two- and three-part counterpoint and harmonic studies through simple modulation. Designed for Pre-Music students.

Prerequisite: MUS 204 or permission of instructor

***MUS 206—Music Theory III** 3 2 0 3

A continuation of MUS 205, up to and including the study of impressionism and other twentieth century devices that expanded traditional music theory concepts. Designed for Pre-Music students.

Prerequisite: MUS 205 or permission of instructor

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FOREIGN LANGUAGES

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*FRE 101—Elementary French	5	1	0	5
A study of the basic elements of French. Fundamentals of grammar, drill in pronunciation, and special emphasis on reading and oral composition in the language. This sequence is designed for students with less than two units of high school French. Lab work is required in addition to daily lectures.				
Prerequisite: None				
*FRE 102—Elementary French	5	1	0	5
A continuation of FRE 101. Lab work is required in addition to daily lectures.				
Prerequisite: FRE 101 or permission of instructor				
*FRE 201—Intermediate French	5	1	0	5
An intermediate sequence designed to provide a systematic review of basic grammar and to further develop the skills of listening, speaking, reading, and writing French. Lab work is required in addition to daily lectures.				
Prerequisite: FRE 102 or permission of instructor				
*FRE 202—Intermediate French	5	1	0	5
A continuation of FRE 201. Lab work is required in addition to daily lectures.				
Prerequisite: FRE 201 or permission of instructor				
*SPA 101—Elementary Spanish	5	1	0	5
A study of the basic elements of Spanish. Fundamentals of grammar; oral and written comprehension, special emphasis on self-expression in the language. Lab work is required in addition to daily lectures.				
Prerequisite: None				
*SPA 102—Elementary Spanish	5	1	0	5
A continuation of Spanish 101. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 101 or permission of instructor				
*SPA 201—Intermediate Spanish	5	1	0	5
A sequence designed to provide a systematic review of basic skills with a major emphasis on oral and written comprehension. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 102 or permission of instructor				
*SPA 202—Intermediate Spanish	5	1	0	5
A continuation of Spanish 201. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 201 or permission of instructor				
*SPA 211—Conversational Spanish	5	0	0	5
Emphasis on the systematic usage of the language orally with all course work, including tests, conducted in an oral form. (No writing required. No labs.)				
Prerequisite: None				

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HEALTH AND PHYSICAL EDUCATION

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*HEA 101—Personal and Community Health	5	0	0	5
The development of all aspects of personal and community health with underlying science to clarify and support health education.				
*HEA 102—First Aid and Safety	3	0	0	3
A basic course in health education designed to teach fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application as recommended by the Red Cross.				
*PED 250—Introduction & History to Physical Education	5	0	0	5
This course is designed to give physical education major or minor an introduction to Physical Education and related areas, including the historical background, fundamental concepts, program content, training qualifications, and professional opportunities in the field.				
*REC 201—Introduction to Recreational Services	5	0	0	5
Introduces the basic fundamentals of the nature, scope, and significance of organized recreational services. This course includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and interrelationship of special agents, and institutions which serve the recreational needs of society.				
*REC 202—Outdoor Recreation, Camp Counseling, and Camping	5	0	0	5
Includes study of the history development and trends of outdoor recreation, conservation, camp counseling, and organized camping. Emphasis is on organized camping programs and the development of outdoor skills related to camping, camp counseling, camping arts and crafts skills, and an appreciation of nature's out-of-doors.				
The following are co-educational “service” courses in which history, fundamental skills, rules of play, and recreational aspects will be presented. The following courses only shall fulfill the graduation requirements of three (3) quarter-hour credits. (See Physical Education Requirements.)				
*PED 101—Physical Conditioning I	2	0	0	1
Aids in the development of a higher degree of physical fitness and a personal physical maintenance program. Standard uniform required.				
*PED 102—Softball	2	0	0	1
This course includes a study of the rules of softball, followed by instruction and practice in the basic skills and game play situations. Standard uniform required.				
*PED 103—Soccer	2	0	0	1
This course introduces the student to the basic skills, fundamental techniques, and strategy of soccer. Standard uniform required.				
*PED 104—Social and Square Dance	2	0	0	1
An introduction to folk, square, and social dance. The course includes a brief history of dance, followed by instruction and practice in basic dance techniques. Emphasis will be placed on Square Dance.				
*PED 105—Volleyball	2	0	0	1
This course includes instruction and practice in the basic skills, strategy, and application of rules for volleyball. Standard uniform required.				

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*PED 106—Flag Football	2	0	0	1
Study of fundamental rules, and instruction and practice in the skills and strategy of touch football. Standard uniform required.				
*PED 107—Basketball	2	0	0	1
This course introduces the student to various rules, skills, and fundamental techniques of basketball. Standard uniform required.				
*PED 108—Archery	2	0	0	1
This course is designed to provide the student with basic techniques and knowledge on target archery.				
*PED 109—Tennis	2	0	0	1
This course includes a brief history and study of the rules of tennis, followed by instruction and practice in the basic fundamentals of the game. Students must provide their own tennis balls. Standard uniform required.				
*PED 111—Physical Conditioning by Circuit Training	2	0	0	1
A second course in physical conditioning designed to provide the student with advanced participation in physical conditioning and circuit training, and develop a personal physical maintenance program. Standard uniform required. Prerequisite: PED 101				
*PED 113—Bowling	2	0	0	1
A course in bowling that includes a brief history of bowling followed by instruction and practice in the basic skills. Participation in the Intramural Bowling League recommended. Fee charged.				
*PED 115—Golf	2	0	0	1
A course that includes a brief history of golf, a study of rules, followed by instruction and practice in the basic and fundamental skills of the game. Fee charged. Students must provide their own golf balls.				
*PED 116—Introduction to Tumbling	2	0	0	1
An introductory course involving the development of fundamental motor skills in stunts and tumbling. Emphasis is on personal enjoyment as well as self-confidence and good body mechanics through coordination, rhythm, and balance. Uniform required.				
*PED 117—Weight Training	2	0	0	1
Introduction to the proper skills in the execution of the various lifts and instructions in the health and safety factors that are related to the development of an individualized weight training program. Standard uniform required.				
*PED 208—Badminton	2	0	0	1
This course includes a study of the rules of badminton and deck tennis, followed by instruction and practice in the fundamentals and strategy of both recreational sports. Standard uniform required.				
*PED 216—Introduction to Gymnastics	2	0	0	1
A course designed to provide continuation of skill development from the beginning level to include introductory work on the apparatus and floor exercises. Standard uniform required. Prerequisite: PED 116 or permission of the instructor.				

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HUMANITIES

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*ENG 201—English Literature The study of English Literature from Beowolf to the Romantic Period. Prerequisite: English 103	5	0	0	5
*ENG 202—English Literature A study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 103	5	0	0	5
*ENG 203—American Literature A survey of representative American writers from the Colonial Period to 1865. Prerequisite: ENG 103	5	0	0	5
*ENG 204—American Literature A survey of representative writers from 1865 until the present. Prerequisite: ENG 103	5	0	0	5
*ENG 205—World Literature A survey of world literature from ninth century B.C. to 1600. Prerequisite: ENG 103	5	0	0	5
*ENG 206—World Literature A survey of world literature from 1600 to the present. Prerequisite: ENG 103	5	0	0	5
*PHI 201—Introduction to Philosophy An introduction to the basic problems of human thought and the analyses of fundamental issues underlying daily life. A survey of the great and relevant philosophers from the Greeks to the present.	5	0	0	5
*REL 101—Introduction to the Old Testament A study of religious thought and instructions in the Old Testament. Emphasis will be placed on the historical, critical, and contemporary theological understanding of the Biblical text.	5	0	0	5
*REL 102—Introduction to the New Testament A study of the life and teaching of Jesus, and of the beginning of church life and thought as reflected in the New Testament. The social and cultural environment of Christianity is considered in addition to historical, theological, and literary inquiries.	5	0	0	5
*SPA 212—Spanish Civilization: Spain and Latin America Cultural aspects of the Spanish-speaking nations. This course is taught in English. Not to satisfy the language requirement. Prerequisite: None	5	0	0	5
*SPA 220—Spanish Literature in Translation Selected works of Spanish Literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.) Prerequisite: None	5	0	0	5
*SPA 221—Spanish-American Literature in Translation Selected works of Spanish-American Literature translated into English with all	5	0	0	5

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	

class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.)
Prerequisite: None

*SPH 201—Fundamentals of Speech	3	0	0	3
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The study and practice of oral communication. Emphasis is on elementary physiology of speech, basic speech skills, speech composition, preparation, and presentation.
Prerequisite: None

*SPH 202—Voice and Diction	5	0	0	5
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A course designed to develop the voice through emphasizing correct breathing, pitch and volume control, clear articulation, and correct pronunciation.

*SPH 206—Oral Interpretation of Literature	5	0	0	5
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Development of the students' oral ability to communicate various types of written material with understanding and appreciation. Involves the discussion and application of the techniques of oral reading of poetry, prose, and drama. Designed to enhance the students' appreciation of words, ideas, and beauty in all forms of literature.
Prerequisite: SPH 201-202, or permission of instructor

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MASONRY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAS 1101—Bricklaying	5	0	15	10
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.				
Prerequisite: None				
MAS 1102—Bricklaying	5	0	15	10
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches, and cavity walls. The proper use of bonds, expansion strips, wall ties, and caulking methods are stressed.				
Prerequisite: MAS 1101				
MAS 1103—General Masonry	5	0	15	10
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.				
Prerequisite: MAS 1102				
MAS 1113—Masonry Estimating	3	0	3	4
This is a practical course in quantity “take-off” from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.				
Prerequisite: MAS 1103				

MATHEMATICS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 71—Basic Math Skills I	5	0	0	(5)
This course begins with the basic skills of reading, adding, subtracting, multiplying, and dividing small whole numbers. Stress is also placed on the basic operations with large whole numbers including applications to life situations.				
Prerequisite: None (non-credit)				
MAT 72—Basic Math Skills II	5	0	0	(5)
A continuation of MAT 71, stressing the fundamental skills related to integers and fractions with appropriate practical applications.				
Prerequisite: MAT 71 (non-credit)				
MAT 73—Basic Math Skills III	5	0	0	(5)
A continuation of MAT 72, stressing the fundamental skills related to decimals, ratio, proportion, and percent with appropriate applications to life situations.				
Prerequisite: MAT 72 (non-credit)				
MAT 81—Mathematics I	5	0	0	(5)
This course stresses the development of skills in reading numerals and decimals; rounding whole numbers and decimals; prime and composite numbers; addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, and decimals; practical applications to business problems.				
Prerequisite: None (non-credit)				
MAT 82—Mathematics II	5	0	0	(5)
A continuation of MAT 81, stressing the development of skills relating to percents, fractions, and decimals, including appropriate applications of these skills to business applications. Aliquot parts and a study of the metric system and measures of weight, dry and liquid capacity, and time. Compound numbers of two or more denominations. A brief look at plane geometry.				
Prerequisite: MAT 81 (non-credit)				
MAT 83—Mathematics III	5	0	0	(5)
A continuation of MAT 82, stressing practical applications of mathematics to payrolls, simple and compound interest, price marking, discounts, taxes, installment buying, and other consumer problems. Students receiving a grade B or better may receive credit for T-MAT 110 upon the recommendation of the instructor.				
Prerequisite: MAT 82 (non-credit)				
MAT 91—Preparatory Algebra I	5	0	0	(5)
A course designed for students having a weak background in algebra. The concept of a “set” and set terminology is introduced. Stress is placed upon developing competence in using the commutative, associative, and distributive laws as applied to the fundamental operations on the set of counting numbers and the set of integers.				
Prerequisite: None (non-credit)				
MAT 92—Preparatory Algebra II	5	0	0	(5)
A continuation of MAT 91 which develops competence in using the commutative, associative, and distributive laws as applied to fundamental operations on the set of rational numbers. The student examines equations in one and two variables and learns to solve simultaneous linear equations both graphically and algebraically.				
Prerequisite: MAT 91 (non-credit)				
MAT 93—Preparatory Algebra III	5	0	0	(5)
A continuation of MAT 92 which develops competence in using the fundamental				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
operations on algebraic polynomials and polynomial fractions. Factorization and simplification of such algebraic expressions is emphasized. The student learns to solve fractional and quadratic equations. Prerequisite: MAT 92 (non-credit)				
MAT 94—Preparatory Algebra IV	5	0	5	(5)
A continuation of MAT 93 which examines irrational numbers and their simplification. Fundamental operations on radical fractions and quadratic equations with irrational solutions are emphasized. The systems of real numbers and complex numbers are examined for their algebraic properties. The concepts of set, relation, and function are also closely examined. Prerequisite: MAT 93 (non-credit)				
MAT 95—Preparatory Algebra V	5	0	0	(5)
A continuation of MAT 94 which examines the algebraic and graphical solution of linear inequalities and absolute value expressions. Graphing of linear equations, quadratic equations, and circles is emphasized. Additional topics include exponents, factoring, and a study of logarithms. Prerequisite: MAT 94 (non-credit)				
*MAT 100—Contemporary College Mathematics I	5	0	0	5
This course is designed to introduce to the general or liberal arts student broad areas of mathematics which have contributed to civilization and which may be utilized by him in his endeavors. MAT 100 emphasizes mathematical systems and structures, such as the algebra of sets, logic, number systems, and elementary algebraic operations. Ancient and modern numeration systems of various bases are also studies. Prerequisite: One unit of high school algebra, or MAT 93				
*MAT 101—Contemporary College Mathematics II	5	0	0	5
This course is a continuation of MAT 100. Topics include the simplification of algebraic expressions and the study of radicals and rational exponents, equations and inequalities, relations and functions, introduction to analytic geometry, permutations, combinations, and an introduction to probability and statistics. Prerequisite: MAT 100				
*MAT 102—College Algebra	5	0	0	5
This course offers a brief introduction to the algebra of sets, an axiomatic development of the real number system, and a rapid review of elementary algebra. Inequalities, equations involving radicals, determinants and their applications, the binomial theorem, permutations and combinations. Additional topics may include the complex number system, exponential, and logarithmic functions. Prerequisites: Two units of high school algebra, or MAT 95, or MAT 1010 with the recommendation of the instructor. Note: This course may be taken through Independent Study under the supervision of an appropriate faculty member and in conjunction with the Learning Center. Approval must be obtained from the Instructor.				
*MAT 103—Trigonometry	5	0	0	5
This course offers a brief review of sets, relations, and functions, geometric concepts, and the rectangular and polar coordinate systems. An analytical and graphical study of the properties and applications of the trigonometric functions. A study of the techniques of proving trigonometric identities and solving trigonometric equations. The study and use of logarithms as applied to trigonometric problems. The study of				

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Course Title	Hours Per Week			Quarter Hours
	Class	Lab	Shop	

sequences and series. Additional topics may include the inverse trigonometric functions, vectors, and the complex number system.

Prerequisite: MAT 102, or MAT 101 with the recommendation of the instructor.

Note: This course may be taken through Independent Study under the supervision of an appropriate faculty member and in conjunction with the Learning Center. Approval must be obtained from the Instructor.

**MAT 107—Electronic Data Processing
Mathematics**

5 0 0 5

This course offers a comprehensive study of place-value, number bases, scientific and floating-point notation, multi-variable linear systems, determinants, Cramer’s rule, matrix theory and applications to linear systems; sequences and series, introduction to logic and Boolean algebra, algorithms and iterative techniques. (Formerly T-MAT 107)

Prerequisite: MAT 102

MAT 110—Business Mathematics

5 0 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, installment buying, commission, taxes, and pertinent uses of mathematics in the field of business. (Formerly T-MAT 110)

Prerequisite: MAT 83 or equivalent score on placement test

***MAT 201—Calculus and Analytic Geometry I**

5 0 0 5

This course is the first of a four-quarter study of analytic geometry and calculus. The topics include: the analytic geometry of the line and the circle; functions and graphs; an introduction to limits and continuity; the derivative of algebraic functions; the application of the derivative to curve sketching and to problems of maxima and minima, and related rates; an introduction to the integral; the fundamental theorem of integral calculus; and the application of simple integrals to area problems.

Prerequisites: MAT 102 and MAT 103 or permission of the Dean of College Transfer Education.

***MAT 202—Calculus and Analytic Geometry II**

5 0 0 5

This course is the second of a four quarter study of analytic geometry and calculus. The topics include: the analytic geometry of the ellipse, the parabola, and the hyperbola, including translation and rotation of axes; vectors in the plane; a geometric approach to limits and continuity; differentiation, integration, and applications of the trigonometric, exponential, hyperbolic functions, and their inverses; and methods of integration.

Prerequisite: MAT 201 or equivalent

***MAT 203—Calculus and Analytic Geometry III**

5 0 0 5

This course is the third of a four quarter study of analytic geometry and calculus. The topics include: parametric equations of a locus; derivatives of parametric equations including arc length; polar coordinates and graphs; applications of the derivative and the integral to problems in polar coordinates; a review of the methods of integration; further applications of the integral including improper integrals, volumes of solids, surface areas, centroids, and moments of inertia; the epsilon-delta approach to limits and continuity; Rolle’s theorem; and the mean-value theorem.

Prerequisite: MAT 202 or equivalent

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*MAT 204—Calculus and Analytic Geometry IV	5	0	0	5
This course is the fourth of a four quarter study of analytic geometry and calculus. The topics include: Indeterminate forms; infinite series including comparison and limit comparison tests, the ratio and integral test, alternating and conditional convergence, series of functions, differentiation and integration of series; Taylor's series, and remainder theorems; solid analytic geometry of cylinders and spheres, quadric surfaces, curves in space, velocity and acceleration, and vectors in space; partial derivatives including approximations by differentials, maxima and minima, and directional derivatives; multiple integrals and their applications to volumes, area, mass, and centers of mass and moments of inertia. Prerequisite: MAT 203 or equivalent				
*MAT 250—Introductory Statistics	4	2	0	5
This course relates general concepts and methods in statistics with applications to contemporary life. Topics include introduction to statistical thought, descriptive statistics, elementary probability, problems of sampling and inference, confidence intervals, testing of hypotheses, regression, correlation, and selected basic statistical techniques. Prerequisite: MAT 101 or MAT 102				
*MAT 251—Statistics Laboratory I and Directed Study	0	2	0	1
A laboratory program which is individually designed to meet the needs of the student in his interests or chosen field. Selected problems and topics will be assigned. Prerequisite: MAT 250 or equivalent				
*MAT 252—Statistics Laboratory II and Directed Study	0	2	0	1
This course is a continuation of MAT 251, giving the student an opportunity for a greater, in-depth study of problems and statistical techniques. Prerequisite: MAT 251				
MAT 1101—Fundamentals of Mathematics	5	0	0	5
This course includes an analysis of basic operations: addition, subtraction, multiplication, and division; a study of whole numbers, fractions, and decimals; percentages, ratio and proportion; powers and roots; plane and solid geometric figures used in industry; measurement of surfaces and volumes; introduction to algebra and formulas used in trades. Practice in depth. Prerequisite: Satisfactory scores on placement tests				
MAT 1102—Applied Mathematics	5	0	0	5
A continuation of MAT 1101 with emphasis on applied formulas and problems within the student's field of study. A sampling of topics which may be presented are: ratio and proportion as applied to force, work, energy, simple machines, electricity; horsepower, formulas, introduction to statistics and graphs. Prerequisite: MAT 1101 or permission of instructor				
MAT 1103—Geometry	3	0	0	3
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: None				

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 1112—Building Trades Mathematics	3	0	0	3
This course offers practical problems dealing with volumes, weights, and ratios; mensuration; and basic estimating practices for building materials.				
Prerequisite: MAT 1101				
MAT 1115—Electrical Mathematics I	5	0	0	5
This course analyzes basic concepts and arithmetic operations for rational and real numbers, with emphasis on skills in solving electrical circuits and electronics problems. Basic mathematical manipulations are studied as they relate to Ohm's law and other electrical formulas. Other topics include powers of ten, scientific notation, roots, tables and their interpretation, basic trigonometric functions, and logarithms.				
Prerequisite: Satisfactory scores on placement tests				
MAT 1116—Electrical Mathematics II	5	0	0	5
This course is a continuation of MAT 1115. Topics include basic algebra as applied to electrical theories, plane vectors, alternating current, and additional study in basic operations.				
Prerequisite: MAT 1115				

MEDICAL LABORATORY TECHNOLOGY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
MLT 101—Introduction to the Clinical Laboratory	2	4	0	4
Fundamental concepts and techniques of the clinical laboratory; basic skills in blood collecting techniques, quality control measurements; identification, care and use of laboratory equipment; study of personal relations between technician and patient, doctors, nurses.				
MLT 102—Hematology I	3	6	0	5
Study of the formation and morphology of the cellular elements of the blood; blood counts and staining techniques.				
Prerequisite: MLT 101				
MLT 103—Urinalysis	2	6	0	4
A review of the urinary system and study of the chemical and microscopic elements of the urine.				
MLT 105—Serology	3	3	0	4
Basic concepts of the antigen-antibody reaction: immunological techniques used in serodiagnostic testing include precipitation, agglutination, flocculation, and complement fixation procedures.				
Prerequisite: MLT 101				
MLT 201—Hematology II	3	6	0	5
Emphasis is on the abnormalities of the blood cells in hematological disorders; discussion of various anemias and leukemias; concepts of the coagulation mechanism and causes and identification of hemorrhagic diseases.				
Prerequisite: MLT 102				
MLT 202—Clinical Chemistry I	3	3	0	4
Study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variations in health and disease; study of gravimetric, titrimetric, colormetric, spectrophotometric; and automated procedures.				
Prerequisites: MLT 101 and CHE 101, 102, 103				
MLT 204—Clinical Chemistry II	5	6	0	7
Continuation of the study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variation in health and disease.				
Prerequisite: MLT 202				
MLT 207—Clinical Microbiology I	3	4	0	5
Study of the history, classification and morphology of bacteria; introduction to study and identification of the pathogenic bacteria; study of aerobes and anaerobes.				
Prerequisites: MLT 101 and BIO 123				
MLT 208—Clinical Microbiology II	3	2	0	4
Study of the history, classification and morphology of parasites, fungi and yeasts, and viruses and study of their pathogenesis in man.				
Prerequisite: MLT 207				
MLT 210—Immunohematology	2	3	0	3
An introduction to blood banking; blood groups and types, compatibility testing and processing of blood for transfusions.				
Prerequisite: MLT 105				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MLT 218—Clinical Practice	0	0	40	13
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor.				
Prerequisites: MLT courses MLT 101 thru MLT 210				
MLT 220—Clinical Practice	0	0	40	13
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor.				
Prerequisite: MLT 218				
MLT 222—Clinical Practice	0	0	40	7
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor.				
Prerequisite: MLT 220				

NURSE EDUCATION

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
NUR 101—Fundamentals of Nursing I	6	9	0	9
A sequence of planned learning experiences designed to develop the basic knowledge, understanding, and skills of nursing care. Directed toward aiding the development of skill in human relationships; imparting knowledge of the importance of physical, chemical, and bacteriological hazards in the environment of the individual; learning to observe, identify, report, and record significant information accurately and objectively; developing skill in the problem-solving process; and knowing the philosophy, objectives, and purpose of the Associate Degree Program and how it is related to other patterns in basic nursing education. This course will also serve to learning, student life, academic regulations, and assist them in understanding the objectives and functions of Coastal Carolina Community College as it relates to the State, the community and the student.				
Prerequisite: Admission to ADN Program				
NUR 102—Nutrition	3	0	0	3
Study of basic facts from the field of nutrition with emphasis on applications to the planning of balanced diets to meet the needs of individuals in various life stages. The responsibilities of health workers in promoting good nutrition is stressed.				
Prerequisite: Admission to ADN Program				
NUR 103—Fundamentals of Nursing II	6	12	0	10
Continuation of NUR 101. Includes the teaching role in nursing, rehabilitation as an aspect of comprehensive care, administration of therapeutic agents, asepsis in relation to the care of wound and application of dressings and in controlling communicable diseases, nursing measures in an emergency and in care of the terminally ill patient. Scientific principles and their application are stressed; emphasis throughout is on interpersonal relations and the normal physiology of the different age groups.				
Prerequisites: NUR 101, NUR 102, BIO 121				
NUR 104—Nursing in Physical/Mental Illness I	6	12	0	10
Begins the learning experiences involving patients with advanced nursing problems in all age groups, including communicable diseases, accidental injury, patients undergoing surgery, patients who are mentally and emotionally disabled and those with neoplasm, cardiovascular diseases, and deficiency diseases.				
Prerequisites: NUR 103, BIO 122				
NUR 105—Behavioral Disorders	10	18	0	8
A study and application of concepts of mental health in working with the mentally ill. This course is designed to allow the student to study the behavior of patients in a mental hospital setting, so as to increase the student's nursing skills and understanding of patients behavior. The role of the nurse in community mental health nursing is emphasized.				
Prerequisites: NUR 104, PSY 203, BIO 123				
NUR 206—Maternal and Child Care	6	15	0	11
Deals with the physiological, emotional, social, and spiritual factors involved in the care of mothers and children. The family unit serves as the framework for the study of the nursing care of mothers during the maternity cycle and of infants. The normal aspects of child care are stressed. Adaptations are made to include complications commonly occurring during the maternity cycle.				
Prerequisite: NUR 105				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
NUR 207—Nursing Care in Physical/Mental Illness II	6	18	0	12
Continuation of NUR 104, involving patients in all age groups with advanced nursing problems in surgical intervention, oncology, cardiovascular disorders; the concepts of mental health will be integrated throughout the course content.				
Prerequisite: NUR 206				
NUR 208—Nursing Care in Physical/Mental Illness III	6	18	0	12
A continuation of NUR 104 and NUR 207. Concepts of Public Health Nursing will be integrated throughout the course content. Disaster emergency nursing will be presented.				
Prerequisite: NUR 207				
NUR 209—Nursing Seminar	3	0	0	3
Designed to assist the nursing student in adjusting to the vocational responsibilities of a registered nurse.				
Prerequisite: NUR 207				
NUR 1001—Fundamentals of Practical Nursing	9	9	0	12
Presents knowledge and skills basic to the nursing care of all patients. Focuses upon planning patient care based upon the individuality of the patient and his need to maintain homeostasis. Presents principles of body mechanics, methods of sterilization, cleaning techniques, and principles of medical asepsis. Care of the patient's environment, daily hygienic needs of the patient, and safe nursing practices are emphasized. Ethics, nurse-patient relationships, and legal aspects of nursing practice are introduced. Basic nursing skills and use of hospital equipment are practiced in supervised laboratory periods and selected clinical situations. Introduces beginning skills in interpersonal relationships and communications not only in the hospital setting but also in professional organizations. The role of the Practical Nurse in the community is presented.				
Prerequisite: Admission requirements				
NUR 1002—Anatomy and Physiology	6	0	0	6
A study of the general plan of the body cells, tissues, and systems including the musculoskeletal, circulatory, respiratory, digestive, endocrine, nervous, urinary, and reproductive. Includes the functioning of the body; how it moves, stands erect, distributes nutrients and oxygen, removes wastes, reacts to invasion, and maintains homeostasis.				
Prerequisite: Admission requirements				
NUR 1003—Nutrition and Diet Therapy	3	0	0	3
Introduces basic principles of nutrition. Describes sources of nutrients and their utilization by the body. Nutritional requirements of all age groups are considered. Meal planning to meet nutritional requirements of the family are discussed. Modifications of diet as specific therapy in certain disorders are presented.				
Prerequisite: Admission requirements				
NUR 1005—Medical-Surgical Nursing I	5	0	0	5
Provides beginning knowledge of the nursing care of patients with common problems caused by illness. Emotional reactions to illness, hospitalization, and therapy are presented. Methods of diagnosis and therapy are introduced. Nursing needs of the patient in pain, the patient with musculoskeletal problems, the cancer patient, the geriatric patient, and the patient with chronic illness are examined. Care of the patient before, during, and after anesthesia is discussed. Preoperative and				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
postoperative care of the surgical patient is stressed. Concepts of rehabilitation nursing care introduced.				
Prerequisite: Satisfactory completion of all first quarter courses				
NUR 1006—Nursing of Children	4	0	0	4
Presents the scope and aims of present day nursing of children. Growth and development from infancy through senescence is presented. Psychological and physiological differences between children and adults are discussed. The needs of the hospitalized child and his family are explored and nursing implications stressed. Medical-surgical management and nursing care of children with common disorders are presented.				
Prerequisite: Satisfactory completion of all first quarter courses				
NUR 1007—Clinical Experience I	0	0	15	5
Provides supervised experience in basic nursing care of selected patients in a general hospital setting. Includes opportunities to meet patients' needs relating to personal hygiene, activity, exercise, hydration, and nutrition. Beginning skills in carrying out nursing measures to assist the patient in maintaining normal body functions are practiced. Accuracy in charting, making observations, and use of medical terminology is stressed. Development of individualized patient care plans (as introduced in NUR 1001) is emphasized. The concept of functioning as a member of the nursing team is introduced.				
Prerequisite: Satisfactory completion of all first quarter courses				
NUR 1008—Pharmacology and Drug Therapy	3	0	0	3
Presents a review of basic mathematics as related to calculating medication dosage and solutions. Includes methods of calculating drug dosage and converting dosages from one system of measurement to another. Sources, actions, and therapeutic uses of the major classifications of drugs are discussed. Knowledge of untoward effects of therapeutic agents are stressed. The nurse's responsibilities in relation to drug administration are emphasized. Legal aspects of drug usage and control are included.				
Prerequisite: Satisfactory completion of all second quarter courses				
NUR 1009—Medical-Surgical Nursing II	9	0	0	9
Presents the etiology, incidence, and physiological responses in common disorders of the body's respiratory, endocrine, and cardiovascular systems. Diagnostic methods, medical-surgical management, and psychological responses to the various disorders are discussed. Patient teaching and rehabilitation are stressed as intrinsic aspects of nursing care. Mental health concepts are integrated with all systems.				
Prerequisite: Satisfactory completion of all second quarter courses				
NUR 1010—Maternity Nursing	4	0	0	4
Presents aspects of modern maternity nursing with emphasis upon the normalcy of pregnancy and childbirth. Physiological and psychological changes during the antepartum period, labor, delivery, and the postpartum period are discussed. Complications of pregnancy, labor, and delivery are included. Characteristics and care of the normal newborn are presented. Emphasis is placed upon providing safe, high-quality care for the expectant family.				
Prerequisite: Satisfactory completion of all first quarter courses				
NUR 1011—Clinical Experience II	0	0	15	5
A. Medical-Surgical Nursing				
Provides opportunities for further development of basic nursing skills through				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
NUR 1015—Clinical Experience III	0	0	18	6
Provides opportunities for further development of basic nursing skills through supervised experiences in a general hospital setting. Care of selected patients with common medical-surgical disorders is emphasized. Development of patient care plans for specific patients is again stressed. Functioning as a member of the nursing team and utilization of all health team members to promote total patient care are important aspects of this experience. Opportunities to function in the role of assistant to the physician or professional nurse in emergency situations and in the care of critically ill patients are provided through selected experiences in various departments of the hospital. Under close supervision the opportunity to function as medication nurse is provided.				
Prerequisite: Completion of all third quarter courses				
NUR 1016—Basic Medical/Nursing Terminology	2	0	2	0
This course is specifically designed for the Practical Nurse Education student in that it develops understanding of the medical/nursing terminology and vocabulary appropriate to the course of study.				
NUR 1100—Nursing Procedures	3	3	0	4
This includes transport, positioning, and skin preparation of the surgical patient, and procedures for meeting patients' basic needs through simple nursing care, observation, and reporting.				

NURSE ASSISTANT EDUCATION

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
PML 1001—Nurse Assistant Education	14	0	16	19
30 hr/week for 12 weeks (14 lecture hours) (16 clinical hours)				
Presents knowledge and skills in basic nursing care and procedures. Introduces basic knowledge of anatomy and physiology. A basic knowledge of effective interpersonal relationships and the moral, legal, and ethical responsibilities of the Nurses' Assistant is included. Attention is focused on the role of the Nurses' Assistant on the Nursing Team in caring for selected patients. Basic nursing care and procedures are practiced in the clinical setting with direct supervision.				
Prerequisite: Admission requirements				

OPERATING ROOM TECHNICIAN

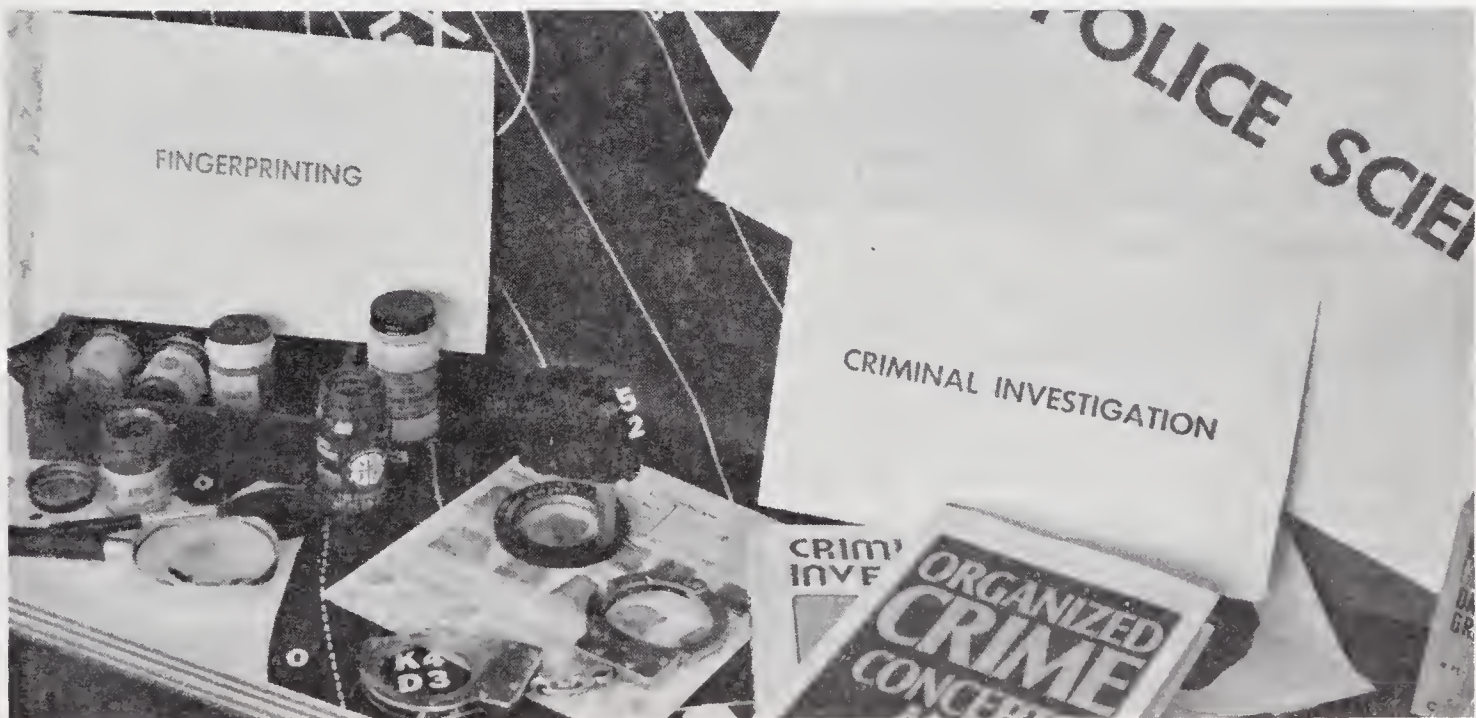
Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
SUR 1101—Introduction to Operating Room	3	3	0	4
This is an introductory course devoted to developing an understanding of the principles of operating room technique and to acquiring fundamental skills essential to assisting in the operating room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room techniques; operating room personnel duties; and ethical, moral, and legal responsibilities. (Formerly T-SUR 101)				
SUR 1102—Surgical Procedures I	4	3	0	5
This course includes procedures for general surgery, obstetrics and gynecology, ophthalmology, otorhinolaryngology, plastic surgery, oral surgery, urology, orthopedic surgery, thoracic surgery, cardiovascular and peripheral vascular surgery. (Formerly T-SUR 102)				
SUR 1103—Surgical Procedures II	3	3	0	4
Continuation of Surgical Procedures I. (Formerly T-SUR 103)				
SUR 1104—Clinical Practice I	0	0	16	5
The student is given an opportunity to demonstrate in an actual clinical situation his ability to assist a surgeon in the procedures learned in the classroom. (Formerly T-SUR 104)				
SUR 1105—Clinical Procedures II	0	0	25	8
A continuation of Clinical Practice I. (Formerly T-SUR 105)				
SUR 1106—Suggested Seminar I	2	0	0	2
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures I. (Formerly T-SUR 106)				
SUR 1107—Suggested Seminar II	1	0	0	1
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures II. (Formerly T-SUR 107)				

POLICE SCIENCE

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PSC 101—Introduction to Police Science	5	0	0	5
A general course designed to familiarize the student with a philosophy and history of law enforcement including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.				
Prerequisite: None				
PSC 102—Introduction to Criminology	5	0	0	5
Primary emphasis will be placed on theories and factors attributing to criminal behavior and the effects of that behavior on society. An overview of the different crimes will be presented to promote understanding of the causes and effects of crime. An overview of past and contemporary penal and correctional measures will also be given.				
Prerequisite: None				
PSC 103—Introduction to Corrections	5	0	0	5
This course includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasizes correctional goals in the criminal justice system.				
Prerequisite: None				
PSC 104—Introduction to Security	3	0	0	3
A study of the nature and scope of private security forces in protecting industry, retail business and educational institutions. The basic principles of physical security, internal theft protection, defensive system design, and safety will be discussed. An examination will be made of the relationships between private security agencies and public law enforcement organizations. Career opportunities will be discussed.				
Prerequisite: None				
PSC 110—Juvenile Delinquency	3	0	0	3
An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles, juvenile case dispositions, juvenile status, and court in delinquency control will be studied.				
Prerequisite: None				
PSC 112—Motor Vehicle Law	3	0	0	3
A study of the traffic enforcement codes, their origins and the basis for contemporary changes in the codes. Emphasis will be placed on North Carolina law.				
Prerequisite: None				
PSC 113—Identification Techniques	3	2	0	4
Primary emphasis will be placed on the science of fingerprinting. Beginning instruction will be presented on the Henry system of ten fingerprint classification. Techniques for taking rolled fingerprints, and developing and lifting latent prints will be acquired through lab practice. An introduction will be given in the process of comparing latent prints with rolled impressions and in preparing them for courtroom presentation. An overview of various other identification techniques will also be presented.				
Prerequisite: None				
PSC 115—Criminal Law	3	0	0	3

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
An examination of the sources, purposes and goals of criminal law; substantive crimes and punishments in the practical administration of the criminal justice system. Prerequisite: None				
PSC 202—Police-Community Relations	3	0	0	3
A course designed to create an awareness of the need for good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal. Prerequisite: None				
PSC 204—Police Photography	3	2	0	4
A study of photographic equipment and its application to the field of criminal justice. Instruction will be given in the basics of black and white photography, including the processing of negatives and photographic prints. The student will develop techniques in the use of basic cameras and other photographic equipment through lab practice. Crime scene photography will receive emphasis. Prerequisite: None				
PSC 205—Criminal Evidence	3	0	0	3
A comprehensive analysis of the rules of evidence applied in criminal trials. Particular subjects include judicial notice, presumptions, real and circumstantial evidence, documentary evidence, hearsay evidence, confessions, admissions, and witnesses. Prerequisite: None				
PSC 209—Interviews and Interrogations	3	2	0	4
This course presents a concentrated familiarization with basic and special techniques employed in criminal justice interviews and interrogations. Various sources of information available to criminal justice agencies are given. Proficiency is developed by the student in interrogation techniques through lab practice. Prerequisite: None				
PSC 210—Criminal Investigation	3	2	0	4
This course introduces the student to the fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide. Prerequisite: None				
PSC 211—Introduction to Criminalistics	3	2	0	4
A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment. Prerequisite: None				
PSC 220—Police Organization and Administration	3	0	0	3
An introduction to the fundamentals of police department administration and organization. The course will survey problems which arise in the managing of a law enforcement agency. A correlation will be drawn between techniques employed by the agency head and the essential support from subordinates. Various methods and purposes of organization will be discussed. Prerequisite: None				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PSC 221—Police Supervision	3	0	0	3
Emphasis will be placed on the responsibilities in police management, employee motivation and morale, employee relations, factors in health and safety, work analysis with simplification methods, and grievance procedures.				
Prerequisite: None				
PSC 225—Criminal Procedure	2	0	0	2
This course is designed to provide the students with the review of the procedures involved from the criminal incident to final disposition, including appeals to higher courts. The police, courts, and corrections functions in the criminal justice system are included.				
Prerequisite: None				
PSC 240—Firearms and Defensive Tactics	3	2	0	4
This course is designed to help the student develop an understanding of the need for, use, and respect for all kinds of firearms. Range familiarization will be given in the use of rifles, shotguns, and pistols with a specific effort made to develop proficiency in the use of the service revolver, Instruction will be given in the use of the baton, handcuffs, and in defensive tactics used in the handling of arrested persons.				
Prerequisite: Permission of the instructor				
PSC 250—Police Science Internship	0	0	9	3
This program is designed to provide hands-on experience to augment the philosophical and theoretical aspects of instruction received in the classroom. The broadening experience gained through interning will facilitate the entry of the student into criminal justice work. The student is provided opportunity to test and evaluate subjective and objective ideas in a practical setting. Enhanced employment opportunity is extended the student through the interning medium.				
Prerequisite: Permission of instructor and completion of 45 quarter hours in police science program including PSC 101 and PSC 115.				



SCIENCE

BIOLOGY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*BIO 101—General Biology	3	2	0	4
Introduction to principles and concepts of biology; a study of the chemical and cellular basis of life and the homeostatic controls that operate in living organisms. Prerequisite: None				
*BIO 102—General Biology	3	2	0	4
A continuation of BIO 101. Topics include classical and biochemical genetics and their relation to development and evolution. Prerequisite: BIO 101 or permission of instructor				
*BIO 103—General Biology	3	2	0	4
A continuation of BIO 102 with emphasis on the ecology and evolution of life forms and a survey of the Monera, Protista, Plant, and Animal Kingdoms. Prerequisite: BIO 102 or permission of instructor				
*BIO 121—Human Anatomy and Physiology I	3	3	0	4
The study of the structure and function of the cell and the arrangement of cells into tissue. Also, an indepth study of the skeletal, muscular, and nervous system.				
*BIO 122—Human Anatomy and Physiology II	3	3	0	4
A continuation of BIO 121 with emphasis on human systems such as circulatory, lymphatics, respiratory, digestive, endocrine, and reproductive. The interdependence of these various systems to the total body functioning will also be considered.				
*BIO 123—Introduction to Microbiology	3	3	0	4
Study of the fundamental principles of micro-organisms, including identification, classification, morphology, culture methods and media, modes of transmission, sterilization, and pathogenic organisms. Prerequisite: None				
*BIO 257—Environment and Man	3	3	0	4
A study of human population growth and the availability of resources for continued human existence. Also, a study of the environmental changes man has caused as a result of his overuse of the available resources. From data derived from previous studies we will make suggestions as to what may be done in the future to maintain homeostasis between man and his environment. Prerequisite: None				
*BIO 1101—Preclinical-Microbiology and Gross Anatomy and Physiology	2	2	0	3
Study of micro-organisms, including the classification, morphology, culture methods and media, identifying the role of the pathogenic species in disease, modes of transmission, and methods of control. Laboratory experiences provide opportunity for microscopic study of slides, for preparing slides and cultures, and for identifying colonies of selected pathogenic organisms. A study of the organizational plan of the human body and of the nine body systems. Emphasis is placed upon the role of the systems in the various processes essential to total body functioning and reproduction. Prerequisite: None				

*Approved for fulfilling degree requirements for college transfer

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BIO 1121—Preclinical Human Anatomy and Physiology I	3	3	0	4
This course is designed to introduce the student to cellular structure and tissues. A detailed study of the skeletal, muscular, and neural systems will be conducted.				
BIO 1122—Preclinical Human Anatomy and Physiology II	3	3	0	4
A continuation of BIO 1121 with emphasis on the anatomical structure of the various systems such as the endocrine, digestive, lymphatic, excretory, respiratory, cardiac, and reproductive. The physiology of the various systems will also be covered.				
BIO 1123—Introduction to Microbiology	3	3	0	4
An introduction to the study of micro-organisms emphasizing characteristics of the various groups, methods of controlling their growth, disease production, and host resistance.				

CHEMISTRY

CHE 91—Preparatory Chemistry	4	0	0	(4)
A course in chemistry designed for students with inadequate background in science. The course begins on a fundamental level with units, symbols, formulas, and equations. Atomic structure, chemical bonding, physical states, and solutions are also discussed. The course culminates with a brief outline of organic chemistry. Prerequisite: None (non-credit)				
CHE 100—General Chemistry (Police Science)	3	3	0	4
A survey course of general chemical principles designed for students of police science. Topics include atomic and molecular structure, chemical bonding, changes of state, chemical reactions, and solution behavior. The course culminates in a discussion of analytical chemistry used in forensic science. Prerequisite: None				
*CHE 101—General Chemistry I	3	3	0	4
Introduction to the fundamental principles of chemistry. Topics include atomic and molecular structure; chemical bonding and states of matter; chemical periodicity; and chemical reactions, formulae and equations. Prerequisite: MAT 93 or equivalent, or high school chemistry, or consent of instructor				
*CHE 102—General Chemistry II	3	3	0	4
A continuation of CHE 101. Emphasis is centered on equilibrium processes, including phase equilibrium, solution equilibrium, and chemical equilibrium. Prerequisite: CHE 101				
*CHE 103—General Chemistry III	3	3	0	4
A continuation of CHE 102 with emphasis on solution chemistry, ionic equilibrium and electrochemistry. Laboratory work concentrates on the procedures and techniques of inorganic qualitative analysis. Prerequisite: CHE 102				
CHE 104—Inorganic Chemistry	3	3	0	4
A general survey course of basic chemical principles. Topics include atomic structure, chemical bonding, gas laws, chemical and solution equilibrium, colloidal suspensions, and a brief description of the metals and non-metals. Prerequisite: None				

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CHE 105—Organic Chemistry	3	3	0	4
A general survey of organic chemistry. Topics include preparations, reactions, properties, and the uses of various classes of organic compounds. Prerequisite: CHE 104 or Instructor's permission				

CHE 106—Nutrition and Biochemistry	4	0	0	4
The basic principles of nutrition and dietetics and how they apply to personal and community health. An analysis of diets, vitamin requirements, etc., to meet the needs of individuals in various life stages with emphasis on the responsibility of the dental hygienist in this role.				

Prerequisite: CHE 105 or Instructor's permission

PHYSICS

*PHY 101—Physics: Mechanics	3	2	0	4
This course offers an introduction to the basic principles of mechanics including kinematics, dynamics, energy, orbital motion, heat, and thermodynamics.				

Corequisite: MAT 103

*PHY 102—Physics: Electricity and Magnetism	3	2	0	4
This course offers the basic principles of electricity and magnetism. The topics include electrostatics, magnetostatics, capacitance, current, electrical circuits, and electromagnetic induction.				

Prerequisite: PHY 101

*PHY 103—Physics: Light, Sound, and Modern Physics	3	2	0	4
This course offers a study of light, sound, wave motion, and modern physics, with topics drawn from such areas as relativity.				

Prerequisite: PHY 102

PHY 121—Measurements & Mechanics	3	2	0	4
Systems of measurement will be studied with conversions from one system to another. Newton's laws of motion will provide relations between quantities within a system which will be thoroughly analyzed mathematically. The concept of work and energy will then be developed as an alternate method of describing a physical system. (Formerly T-PHY 101)				

PHY 122—Properties of Matter, Temperature, and Heat	3	2	0	4
The atomic theory will be studied and its predictions will be compared to what is observed on a large scale. The effect of temperature will be studied and explained on the basis of the Kinetic Theory. The idea of dynamic equilibrium will be introduced to understand phase changes and heat transfer results when systems are not in equilibrium. (Formerly T-PHY 103)				

PHY 123—Thermodynamics, Waves, and Optics	3	2	0	4
The effects of heat and pressure on gases will be studied and applied to heat engines and heat pumps. A description of periodic motion in terms of simple harmonic motion will be used to analyze vibration and waves. This framework will then be used to study sound and optical phenomena. (Formerly T-PHY 103)				

PHY 1105—Shop Science I	3	2	0	4
Principles of Applied Mechanics covering: measurement, force and motion, work and energy, simple machines, and properties of matter; plus additional topics of value in the student's area of interest.				

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
Prerequisite: Satisfactory scores on placement test				
Corequisite for respective occupational curricula (AHR 1121, PME 1102)				
PHY 1106—Shop Science II	3	2	0	4
Principles of Electricity and Magnetism covering: static electricity, Ohm's Law, circuit theory, sources of emf, power, magnetic materials, electromagnetic induction, generators, motors, and properties of a.c. circuits.				
Prerequisite: PHY 1105				
Corequisite for respective occupational curricula (ELC 1112, PME 1124)				

PHYSICAL SCIENCE

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
SCI 91—Survey of Science	3	2	0	(4)
A general survey course designed to familiarize the student with the vocabulary and basic principles of biological and physical sciences. The team-teaching approach will be used in a laboratory setting to examine fundamental concepts in physics, chemistry, and biology needed in any study of the sciences. Lecture/Lab (5 contact hours—noncredit)				
Prerequisite: None				
*SCI 101—Physical Science I	3	2	0	4
A study in the evolution of man's knowledge of the universe. The scientific method is used to help explain and even predict astronomical events. The position of earth in the solar system and its relationship with the other planets will be considered. The moon and its effect on the earth will be analyzed and some of the general theory of stars will be presented.				
*SCI 162—Physical Science II	3	2	0	4
Newton's three laws of motion and their consequences will be examined. The concept of work and energy will be introduced. The Conservation of Energy Principle will lead naturally into a study of heat and thermodynamics. Principles of Electricity and Magnetism will be developed and their use in controlling energy flow will be considered.				
*SCI 103—Physical Science III	3	2	0	4
Atomic theory will be introduced and used to explain the order in the periodic table of the elements. The discovery of radioactivity and its use to unfold the mysteries of the nucleus will be studied. The tendency of most atoms to form molecules will lead to a discussion of chemicals and chemical changes. Properties of liquids and solutions, especially acids, bases, and salts, will be presented.				

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SOCIAL SCIENCE

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*EDU 201—Introduction to Education	4	2	0	5
A study of the foundations and contemporary approaches in education from the historical, philosophical, psychological, and sociological points of view. Classroom work will be supplemental with required observation experiences in the local school system. This is not a practice teaching course.				
*GEO 101—Introduction to Physical Geography I	3	2	0	4
An introductory physical geography course emphasizing the following: maps and their uses, earth-sun relationships, and meteorology (temperature, atmospheric pressure and winds, moisture, condensation and precipitation, air masses and atmospheric disturbances, climatic classification, and soils). Laboratory exercises are correlated with lectures.				
Prerequisite: None				
*GEO 102—Introduction to Physical Geography II	3	2	0	4
An introductory physical geography course emphasizing the following: the hydrosphere, landforms and tectonic processes, and landform genesis by various agents (gravity, water, ice, and wind). Laboratory exercises are correlated with lectures.				
Prerequisite: None				
*GEO 202—Cultural Geography	5	0	0	5
A study of world patterns of population distribution, ethnic, cultural and economic diversity, settlement, production and consumption, transportation, communication, and territorial organization. Interrelationships between man and his environment are emphasized throughout the course.				
Prerequisite: None				
*HIS 101—Western Civilization I	3	0	0	3
A survey of the forces responsible for the rise of the European States from prehistoric times, the ancient Near East, Greece, Rome, and Middle Ages, and other events prior to the Renaissance.				
Prerequisite: None				
*HIS 102—Western Civilization II	3	0	0	3
A survey of the rise of the Nation-state, Renaissance, Reformation, commercial revolution, constitutional government in England, Louis XIV, rise of Prussia and Russia, the Enlightenment, the French Revolution and Napoleon.				
Prerequisite: None				
*HIS 103—Western Civilization III	3	0	0	3
A survey of the aftermath of Napoleon, the Congress of Vienna, European political revolts, the Industrial Revolution, political unification of Italy and Germany, liberal change, imperialism, World War I and World War II, rise and fall of Fascism, the development of Communism, and the onset of the Cold War.				
*HIS 201—American History I	3	0	0	3
A thorough survey of America from colonial times to 1815. Emphasis is placed upon the political, cultural, social, and economic developments in the United States as they relate to the planting of the European colonies, the Revolutionary War, the writing of the Constitution and the development of political parties, and the War of 1812.				
Prerequisite: None				
*HIS 202—American History II	3	0	0	3

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
A thorough survey of America from 1815 to 1898. Emphasis is placed upon the political, cultural, social, and economic developments in the United States as they relate to New Nationalism, Jacksonian Democracy, the development of northern and southern sectionalism, slavery, Manifest Destiny and expansion, the Civil War, the Reconstruction Era, and the Industrial Revolution.				
Prerequisite: None				
*HIS 203—American History III	3	0	0	3
A thorough survey of America from 1898 to the present. Emphasis is placed upon political, cultural, social, and economic developments in the United States as they relate to the Progressive Period, the Spanish-American War and World War I, the Depression and the New Deal, World War II, and domestic and foreign problems in the Cold War Era.				
Prerequisite: None				
ORI 71—Orientation to College	1	0	0	(1)
ORI 71 offers students an introduction to college life and study. The course is designed to promote the students adjustment to the purpose, philosophy, programs, standards, services, and learning resources of the college. Emphasis is also placed on learning techniques, educational and vocational information and planning, student life, and contemporary problems.				
Prerequisite: None				
*POL 200—Introduction to Political Science	5	0	0	5
An introduction to the nature, methods, and scope of political science as a discipline. An introductory survey of fundamental concepts and principles of political organization including theories and characteristics of political institutions within and among nation-states.				
*POL 201—American Federal Government	5	0	0	5
The study of the origins, development, structure, and functioning of the Federal Government.				
Prerequisite: None				
*POL 202—State and Local Government	5	0	0	5
A survey of the functions of state and local governments and intergovernmental relationships with emphasis on the structure of North Carolina state and local governments.				
*POL 205—World Politics and International Relations	5	0	0	5
An introductory course on comparative government and politics among major foreign powers with emphasis upon their relations to each other and the United States.				
*POL 206—Introduction to Latin America	5	0	0	5
An analysis of the political patterns and cultural behavior of the most important countries of the Western Hemisphere with emphasis on the structure of power, political groups, and on the influence of economic, military, religious, and ethnic forces.				
POL 221—United States Government	3	0	3	3
A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. (Formerly T-POL 201)				
Prerequisite: None				

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
*PSY 201—Introduction to Psychology	5	0	0	5
An overview of the science of psychology. The course introduces the definition, goals, methods, and diversity of endeavor in the study of human behavior. Basic terminology and concepts in the various areas of study are approached.				
Prerequisite: Sophomore standing or permission of instructor				
*PSY 202—Human Growth and Development	5	0	0	5
Studies the development of the individual from prenatal existence to death. Terminology and major concepts are acquired through study of the stages and developmental tasks in terms of physical, emotional, social, and intellectual growth. Major theoretical and research contributions to the area of development are presented.				
Prerequisite: PSY 201 or permission of instructor				
*PSY 203—Abnormal Psychology	5	0	0	5
An introduction to behavior pathology. Description, dynamics, and modification of abnormal behavior, including neuroses, psychoses, character disorders, and psychosomatic reactions are included as well as the behavior modification approach to each disorder.				
Prerequisite: PSY 201				
*PSY 204—Social Psychology	5	0	0	5
This course directs itself to the study of the interaction of individuals, groups, and that of society in general. Emphasis will be placed on group behavior and their characteristics accompanied by in-depth insights to group formation, membership and dynamics.				
Prerequisite: PSY 201				
PSY 206—Applied Psychology	3	0	0	3
Emphasizes understanding of human behavior as it is or can be applied to both the physical and social aspects of the work setting. Personal and group adjustment situations are explored. (Formerly T-PSY 206)				
PSY 1101—Human Relations	3	0	0	3
A study of the concepts and principles of human behavior as they apply to the individual in relation to society; emphasis is on the application of these principles for productive and satisfying interaction in social and occupational situations.				
*SOC 101—Sociology of Work	3	0	0	3
An introduction and orientation to experiential education as well as more active participation in society. Emphasis is placed upon the opportunities and responsibilities in preparation for employment in the various segments of our economic society while becoming acquainted with career improvement. Classroom theory is related to the actual work situation—the sociology of the work world. A general education course designed to assist students in making the transition from the campus to the world of work.				
*SOC 201—Introduction to Sociology	5	0	0	5
An introduction to basic sociological concepts, methods, and principles, with emphasis on culture, personality, social deviation, social groups, the family social class, social mobility, race relations, social movements, and research methods.				
*SOC 202—Social Problems	5	0	0	5
An introduction to the nature of social and cultural problems in contemporary society. Specific attention will be given to the control, treatment, and prevention of problems relating to crime, divorce, prostitution, mental illness, alcoholism, drugs,				

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Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
sex, race, poverty, and population.				
*SOC 203—Marriage and the Family	5	0	0	5
A critical and empirical approach to the study of marriage and family life as a social institution. A psychological and sociological approach to premarital and marital relationships and problems of the contemporary American family.				

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SURVEYING TECHNOLOGY

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CIV 101—Surveying I	2	6	0	4
<p>This course is intended as a general introductory course to acquaint students with the history of surveying as well as the use and care of surveying equipment such as transits levels, tapes, and miscellaneous equipment. The labs in this course will be designed to illustrate the direct application of mathematics to surveying by obtaining field solutions to various geometric problems. Emphasis in this course will be placed on horizontal linear measure. DiscreSSION and use of the metric system and its relation to surveying will also be of prime importance. (Formerly T-CIV 101)</p> <p>Prerequisites: Minimum of Algebra I, Algebra II, and Geometry in high school</p> <p>Corequisites: DFT 101, CIV 121</p>				
CIV 102—Surveying II	2	6	0	4
<p>This course will deal with the theory and practice of plane surveys. Use of instruments for angular measure will be stressed. Students will be introduced to the theory of probability, various reference systems for angles and bearings, magnetic declinations, stadia measurements and various corrections that must be applied to linear measurements made with steel tapes. Keeping of notes during labs will be emphasized, particularly with respect to note form and neatness. (Formerly T-CIV 102)</p> <p>Prerequisites: CIV 101, DFT 101</p> <p>Corequisite: MAT 102</p>				
CIV 103—Surveying III	2	6	0	4
<p>This course will include differential and profile leveling, cross-sections, earthwork computations, calculation of land areas, the mapping of boundaries and the topography of land. Lab emphasis will be placed on location of boundary lines and determination of topographical features. (Formerly T-CIV 103)</p> <p>Prerequisite: CIV 102</p> <p>Corequisites: MAT 103, DFT 102</p>				
CIV 104—Surveying IV	2	6	0	4
<p>This course will be an introduction to the determination and location of curved lines including the discussion of simple curves, compound curves, and reverse curves. In addition to these topics the Public Land System of the United States will be introduced. Also to be discussed in this course will be an introduction to plane coordinates as they relate to surveying. (Formerly T-CIV 104)</p> <p>Prerequisite: CIV 103</p> <p>Corequisites: MAT 201, CIV 109</p>				
CIV 109—Surveying Law	5	0	0	5
<p>The study of the North Carolina State Statutes regarding the practice of surveying, study of conflicting elements in establishment of boundaries, riparian rights, adverse possession, preparation of abstracts, and laws affecting the drainage of land from the viewpoint of both existing and proposed channels. (Formerly T-CIV 109)</p> <p>Corequisite: CIV 104 or by permission of instructor</p> <p>Prerequisite: None</p>				
CIV 114—Statics	5	0	0	5
<p>Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space, static and kinetic friction; center of gravity, centroids, and moments of inertia.</p>				
CIV121—Computations I	5	2	0	6

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
This course is designed as a beginning mathematics course for the surveying student. The disciplines of algebra, plane geometry, and trigonometry will be studied. Emphasis will be placed on relating mathematical concepts to surveying and engineering and on preparing the student for the study of college algebra.				
CIV 123—Computations II	0	6	0	2
The application of mathematics, physics, and graphics to the solution of problems in Surveying and Engineering Technology. Problem solving methods and techniques as well as recording and presenting results are covered. Use of hand-held electronic calculators is emphasized. Metrification and unit conversion is included. (Formerly T-CIV 123)				
Corequisite: CIV 103				
CIV 211—Topographic Surveying	2	6	0	4
The practice of methods of making topographic surveys with conventional instruments to include the plane table. The use of photography for mapping purposes. The production of photo-maps, and the methods of ground control in aerial surveys. Applied field problems are included. (Formerly T-CIV 211)				
Prerequisite: CIV 104				
CIV 212—Route Surveying	2	6	0	4
Advanced study in the laying out of railroads, highways, and canals with a concentration in grade and slope staking, spiral curves, superelevation. Applied field problems will be laid out. (Formerly T-CIV 212)				
Prerequisite: CIV 211				
CIV 213—Advanced Surveying	3	3	0	4
Theories and practice of land surveying including sub-divisions, the use of the North Carolina Coordinate System, triangulation, trilateration, and astronomic observations. There will be extensive use of the electronic distance device and precision theodolites. There will be night labs in this course and attendance is mandatory. (Formerly T-CIV 213)				
Prerequisite: CIV 212				
CIV 214—Mapping and Subdivision Planning	2	6	0	4
Mapping principles and their applications in producing topographic, land, hydrographic, and photographic maps and their use in sub-division planning. Field trips will be made to various sub-division sites and to city and county planning offices. (Formerly T-CIV 214)				
Prerequisites: CIV 212, CIV 223, CIV 229				
Corequisite: CIV 230				
CIV 217—Construction Methods & Equipment	5	0	0	5
Excavating methods and equipment used in building and highway construction; pile driving; construction techniques and equipment used in reinforced concrete buildings, bridges, lift-slabs, thin-shells and folded plates, erection methods and equipment of structural steel buildings and bridges; carpentry in house and heavy timber construction; construction safety. Field inspection trips. (Formerly T-CIV 217)				
CIV 223—Codes, Contracts & Specifications	2	0	0	2
Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specification. (Formerly T-CIV 223)				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CIV 226—Properties of Highway Materials	5	6	0	7
Study of the various building materials used in highway construction. Covers soil types and classification; soil stabilization; groundwater and frost action; compaction; aggregates; bituminous materials; and portland cement concrete. Laboratory work covers the common tests performed on soil and asphalt material. (Formerly T-CIV 226)				
Prerequisites: MAT 201, CIV 217, PHY 123				
CIV 227—Construction of Roads and Pavements	2	3	0	3
Construction practices for various types of road building, including soil properties, grading, subgrading, base courses, drainage, embankments, compaction, and formwork. Design, construction, and testing of rigid Portland-cement concrete and flexible bituminous pavements. Field inspection trips. (Formerly T-CIV 227)				
Prerequisites: CIV 217, CIV 212, CIV 226				
CIV 228—Introduction to Drainage	2	3	0	3
Introduction to the basic principles of hydraulics and hydrology necessary to the understanding of the disposal of runoff. Topics include rainfall and runoff; basic fluid flow; closed and open channels; and flow through orifices and weirs. Laboratory work includes preparation of drawings of drainage structures and field trips. (Formerly T-CIV 228)				
Prerequisite: PHY 123				
Corequisite: CIV 211 or by permission of instructor				
CIV 229—Highway Drainage	2	3	0	3
A continuation of principles of drainage with special emphasis on the surface drainage of streets, roads, and highways. Topics include culverts; median swales; curb and gutter drains; inlets; and debris control. Laboratory work includes preparation of drawings of highway drainage structures. (Formerly T-CIV 229)				
Prerequisite: CIV 228				
CIV 230—Subdivision Drainage	2	3	0	3
The principles of drainage and hydrology as applied to the removal of unwanted surface and subsurface water. Particular attention to the problem of urban storm drainage; storm sewers; and sewer appurtenances. Laboratory work consists of developing a drainage plan for a small subdivision. (Formerly T-CIV 230)				
Prerequisite: CIV 229				
Corequisite: CIV 214				
CIV 1101—Site Surveying & Site Development	2	6	0	4
A study of site improvement methods including basic surveying instrumentation and topography, analysis and control of storm drainage, traffic flow and vehicular access, site design and landscaping.				



WELDING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MEC 1112—Machine Shop Practice	1	0	3	2
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.				
Prerequisite: None				
MEC 1141—Sheet Metal Fabrication	0	0	6	2
Many forms of ducts and pipe intersections formed, transitions, elbow construction, and other sheet metal projects. Shop procedures learned and all sheet metal equipment such as rolls, breaks, shears, stakes, formers utilized. The student becomes proficient in the use of hand tools and operations such as seaming, crimping, riveting, soldering, and measuring.				
Prerequisite: DFT 1118				
WLD 1101—Basic Gas Welding	1	0	3	2
Welding practices on materials applicable to the installation or repair of body panels. Students run beads, does butt and lap welds, and brazing. Performs tests to detect strength and weakness of welded joints. Safety procedures are emphasized throughout the course.				
Prerequisite: None				
WLD 1105—Auto Body Welding	1	0	3	2
Taught in conjunction with AUT 1112, the welding skills gained in WLD 1101 are used to repair tears or cracks in sheet metal, patch panels, or cut and replace damaged panels. Frames are also repaired using panels to reinforce weak or damaged areas.				
Prerequisite: WLD 1101				
WLD 1112—Mechanical Testing and Inspection	1	0	3	2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.				
Prerequisites: WLD 1120, WLD 1121				
WLD 1120—Oxyacetylene Welding and Cutting	3	0	12	7
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.				
Prerequisite: None				
WLD 1102A—Oxyacetylene Welding and Cutting	2	0	4	3
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.				

Course Title	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
WLD 1121—Arc Welding	3	0	12	7

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

Prerequisite: None

WLD 1121A—Arc Welding	2	0	4	3
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.				

WLD 1121B—Arc Welding	2	0	4	3
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.				

WLD 1122—Commercial and Industrial Practice	3	0	9	6
Designed to build skills through practices in simulated industrial processes and techniques: sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.				
Prerequisites: WLD 1120, WLD 1121				

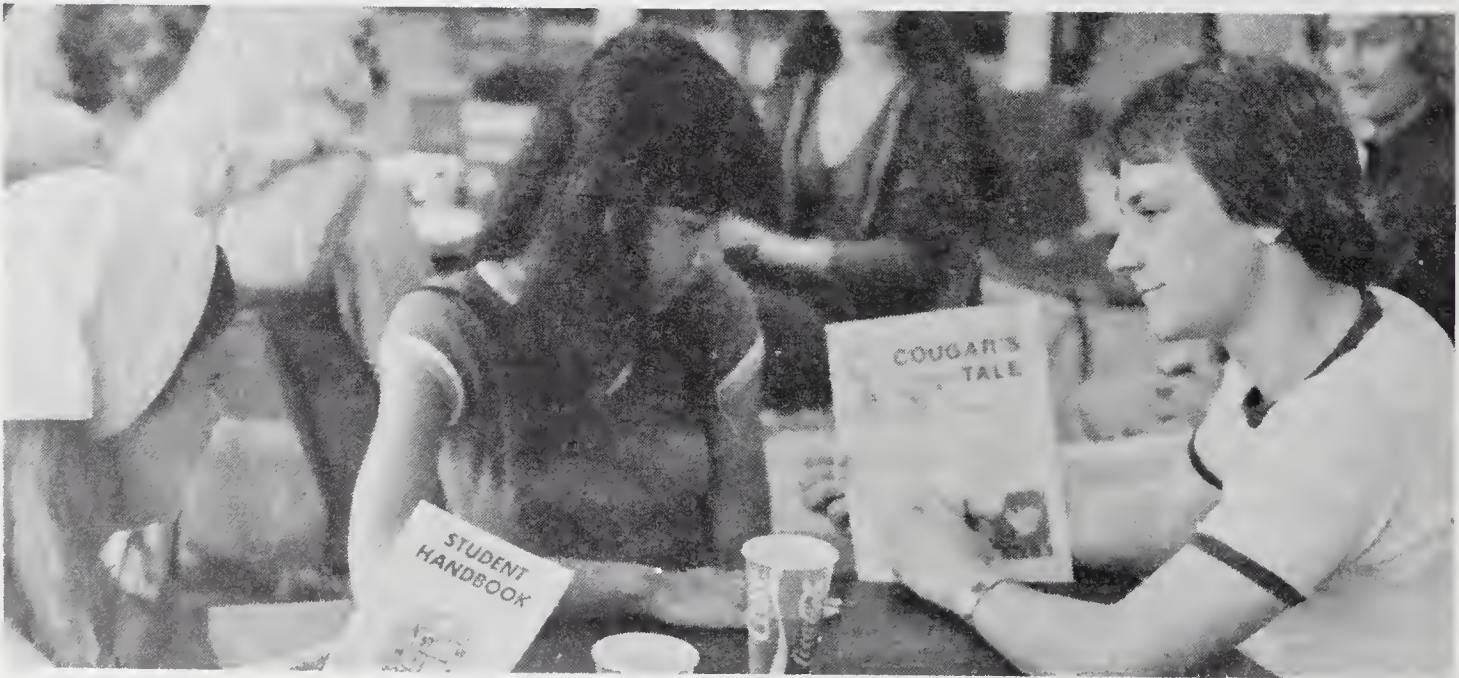
WLD 1123—Inert Gas Welding	1	0	6	3
Introduction and practical operations in the use of inter-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.				
Prerequisites: WLD 1120, WLD 1121				

WLD 1124—Pipe Welding	3	0	12	7
Designed to provide practice in the welding pressure of piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.				
Prerequisite: WLD 1121				

WLD 1125—Certification Practice	3	0	6	5
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.				
Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124				

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
WLD 1180—Basic Welding	2	0	4	3

A short course in welding, both oxyacetylene and electric, designed as a helping course for Automotive Mechanics, Air Conditioning and Refrigeration Trade, Drafting, Sheet Metal and Machine Shop. This course covers a minimum of technical facts and is designed to teach the student to weld in the flat position only with electric arc and oxyacetylene.



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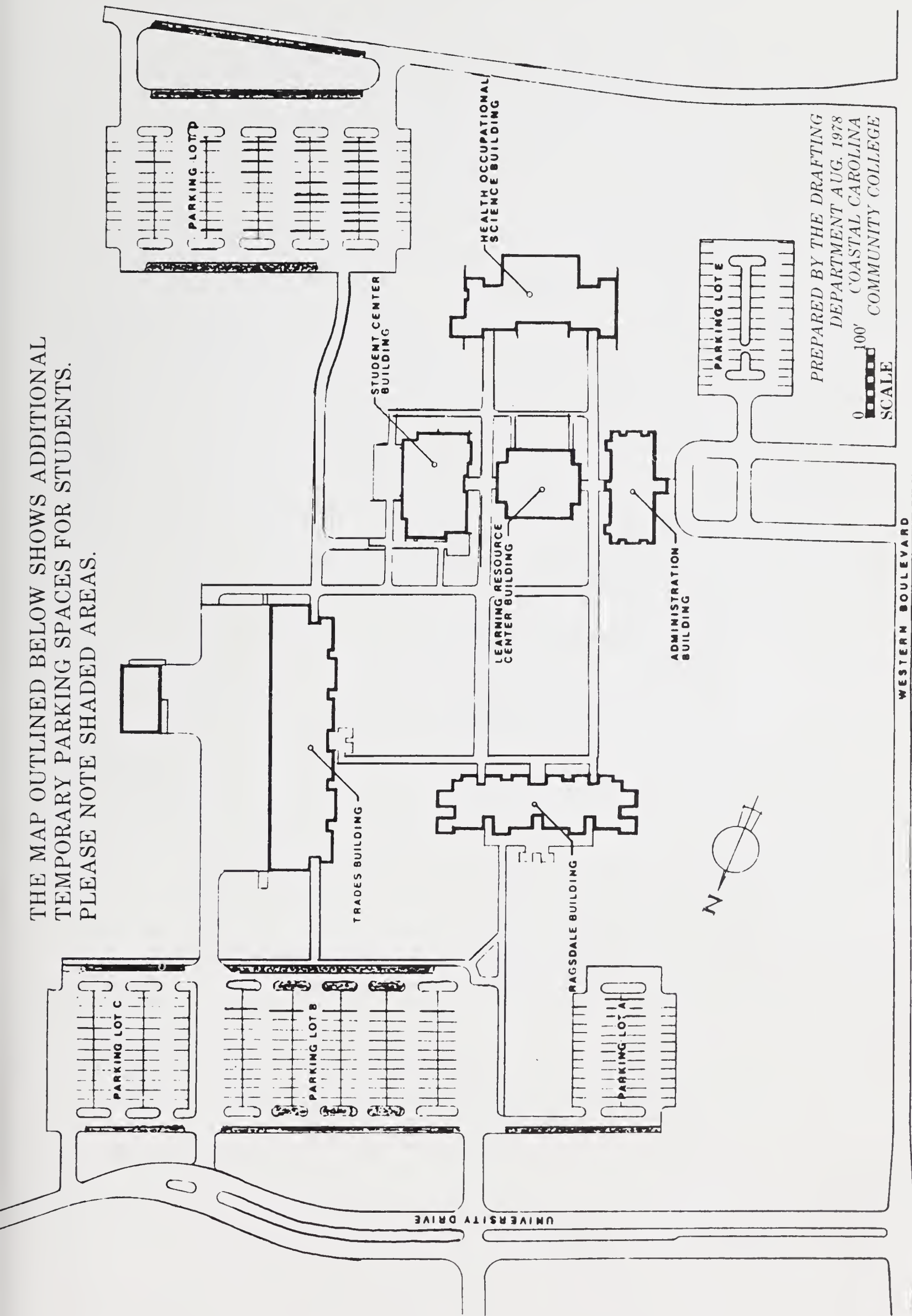
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Social Security Benefits	38	W	
Sociology.....	202	Welding	116, 208
Spanish.....	174	Work Experience.....	22

THE MAP OUTLINED BELOW SHOWS ADDITIONAL
TEMPORARY PARKING SPACES FOR STUDENTS.
PLEASE NOTE SHADED AREAS.



PREPARED BY THE DRAFTING
DEPARTMENT AUG. 1978
COASTAL CAROLINA
COMMUNITY COLLEGE

0 100' SCALE

WESTERN BOULEVARD

UNIVERSITY DRIVE

The only valid philosophy for North Carolina is the philosophy of total education: a belief in the incomparable worth of all human beings, whose claims upon the State are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the State needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our State, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to the senior college, and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them on to maturity.

DR. DALLAS HERRING, Former Chairman
N. C. State Board of Education

COASTAL CAROLINA COMMUNITY COLLEGE

444 WESTERN BOULEVARD

JACKSONVILLE, N. C. 28540